Academic Program Review Orientation

PRESENTED BY THE
UW Graduate School Office of Academic Affairs

Revised October 2023
Introduction

Purpose of this meeting: High-level introduction of program review process at UW

Outline for this session:

- Program Review Purpose & Scope
- Program Review Process & Planning
- Program Review Timeline & Action Items
Program Review Purpose & Scope

> Primary Focus: Evaluating educational program quality & unit climate
> Emphasis: Strategic planning & continuous improvement
> Includes all undergraduate and graduate programs
> Compliance with university mandate and institutional accreditation

Note: Program Review is not a process to ask for strategic investment or changes to institutional & organizational structure
Program Review Purpose & Scope

CHARGE QUESTIONS: EDUCATIONAL PROGRAMS

1) Are the unit’s degree programs of high quality? Do they meet the university’s expectations of quality and reputation?

2) How does the unit compare with that of peer and aspirational institutions in terms of educational programs and scholarship (and/or professional preparation)?

3) How can the unit improve the quality of its educational programs and scholarship?

4) What does the unit need to do to increase its national (and/or regional) prominence?
Program Review Purpose & Scope

ADDITIONAL CHARGE QUESTIONS: UNIT COMMUNITY AND CLIMATE

1) Do students, faculty, postdocs, and staff find the unit a supportive and welcoming environment in which to pursue their degrees and careers as scholars, teachers, and administrators?

2) Are students, faculty, postdocs, and staff from groups that are underrepresented fully included in the intellectual life of the unit?

3) To what extent do the unit’s current facilities and building space meet their needs?

4) To what extent is the unit preparing students at all levels for careers and future academic pursuits?
The Program Review Process

- Notification and initiation of review
- Schedule site visit & appoint review committee
- Charge meeting
- Site visit planning meeting
- Self-study and site visit agenda
- Site Visit
- Review committee report
- Academic unit’s response and action plan (optional dean’s comment)
- Graduate School Council review
- Graduate School Dean’s letter to Dean / Chancellor / Vice Chancellor
Program Review Planning

FIRST ACTION ITEM:
Program Review Planning Form Due December 15, 2023

After today’s meeting, your unit will begin to identify:

- Preferred site visit dates
- Unit-defined questions for review committee
- Faculty review committee member recommendations
Program Review Planning

THREE KEY REMINDERS:

1. Transparency
   Include all faculty, staff and students in the process

2. Inclusivity
   Seek input from your stakeholder groups

3. Timing
   Consider accreditation or major upcoming changes within unit to make the process more useful and efficient

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Program Review Planning

COMMUNICATE EARLY WITH YOUR DEAN/VICE CHANCELLOR

1) In what areas would your unit benefit from external feedback?
2) How can the review support college/school/campus strategic initiatives?
3) What stakeholders should be included?
4) How can the review support your unit in its aspirational goals?
# Program Review Planning

**RESPONSIBILITIES IN THE YEAR BEFORE A SCHEDULED REVIEW**

<table>
<thead>
<tr>
<th>ACADEMIC UNIT</th>
<th>GS OFFICE OF ACADEMIC AFFAIRS</th>
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<tbody>
<tr>
<td>• Identifies potential dates for the site visit</td>
<td>• Schedules the site visit</td>
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<tr>
<td>• Identifies potential review committee members</td>
<td>• Assembles the review committee</td>
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<td>• Develops supplementary unit-defined questions for the review</td>
<td>• Drafts charge letter and holds charge meeting</td>
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## Site Visit Length and Review Committee Size

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<tr>
<th>Category</th>
<th>Site Visit Length</th>
<th>Review Committee Size</th>
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| Schools and colleges                                                    | 2-day site visit   | 2 Internal (UW) faculty  
                                                                                           | 2 External (Non-UW) faculty                                                                 |
| Departments with faculty appointments and multiple degree offerings     | 2-day site visit   | 2 Internal (UW) faculty  
                                                                                           | 2 External (Non-UW) faculty                                                                 |
| Individual programs or departments with only one degree offering         | 1.5-day site visit | 2 Internal (UW) faculty  
                                                                                           | 1 External (Non-UW) faculty                                                                 |
| Interdisciplinary units and programs without faculty appointments        | 1.5-day site visit | 2 Internal (UW) faculty  
                                                                                           | 1 External (Non-UW) faculty                                                                 |
| Single graduate certificate programs                                     | 1-day virtual site visit | 1 Internal (UW) faculty  
                                                                                     | 1 External (Non-UW) faculty                                                                 |

*Adjustments to the site visit length and review committee size may be made at the discretion of the Graduate School associate dean of academic affairs.
Identifying Site Visit Dates

- Must be Monday/Tuesday or Thursday/Friday
- Site visits scheduled between the second week of the quarter and the last week of classes
- No official holidays or breaks
- Planning forms submitted by the deadline will be prioritized over late submissions
Developing Unit-Defined Questions

Program review is an opportunity to reflect on strengths, challenges, aspirations, and strategic planning.

Some examples of topics that past unit-defined questions have sought to address:

- Trends in the discipline and emerging sub-disciplines
- Strategically shaping research and faculty, planning for future hires
- Improving partnerships and collaboration
- Evaluating curriculum
- Impending leadership transitions
Review Committee

ROLE OF THE REVIEW COMMITTEE

> Evaluate overall health of academic unit including the degree programs as well as the climate and culture of the unit
> Offer recommendations for strengthening programs and aspirational/strategic planning
> Impartial perspective:
  > UW reviewers provide institutional context
  > External reviewers provide field-specific expertise
> Review committee members are not advocates or champions for the unit under review
Review Committee

CONSIDERATIONS FOR IDENTIFYING & NOMINATING POTENTIAL COMMITTEE MEMBERS

- Diversity and BIPOC representation are critical
- Can be ranked by priority/preference
- Can include disciplinary preferences, e.g., one member from List A and one member from List B
- Communicate with your dean/vice chancellor
ROLE ON THE COMMITTEE: LEADERSHIP AND INSTITUTIONAL CONTEXT

- Indicate potential committee chairs
- Often come from closely related units, but do not need to
- Must have graduate faculty status (for units offering graduate degrees)
- Should be tenured faculty; exceptions require justification, support from your dean/vice chancellor
- Should possess administrative experience (dean, chair, program director, etc.), no current deans
- We will not invite faculty who have served on a different program review committee in the past year
- We will not invite chairs from other departments under review in the same year
External (Non-UW) Reviewers

ROLE ON THE COMMITTEE:
DISCIPLINARY AND SUBJECT MATTER

Prioritize faculty with the following qualifications:

> Must be senior, tenured faculty from peer or aspirational programs/institutions
  > Exceptions, such as clinical faculty, require justification and support from your dean/vice chancellor
> Must have administrative experience (e.g. dean, chair, program director)
> Preferred: experience in leadership in disciplinary associations or accrediting organizations
Avoid Conflicts of Interest

**EXAMPLES**

- Joint, adjunct, or affiliate position in your unit
- Mentor for or mentee of a faculty member in your unit
- Unit alumni
- Potential hire/applicant within the last five years
- Currently on a visiting or advisory committee
- Previously chaired a review committee or served on a visiting committee in your unit
- History of engagement or research collaboration with a member of your unit
- Significant personal or professional relationship with a unit member
The Program Review Process

- Notification and initiation of review
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- Site Visit
  - Review committee report
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The Charge Meeting

- Identify scope of review including unit defined questions
- Discuss and finalize charge letter
- Includes key stakeholders:
  - Review committee
  - Unit leadership
  - School/College/Campus leadership
  - Graduate School
  - Undergraduate Academic Affairs (when applicable)
Preparing For Site Visit

RESPONSIBILITIES LEADING UP TO THE SITE VISIT

This information will be discussed in more detail later in the program review process. For further reading, visit the Program Review Site Visit Planning website.

GS OFFICE OF ACADEMIC AFFAIRS

• Intermediary between review committee and unit
• Manages program review shared drive
• Schedules exit discussion participants (typically 9 months earlier)
• Arranges & pays for:
  > Catering/refreshments from Bay Laurel
  > Boxed lunch deliveries from off-campus vendor
  > External reviewer travel and accommodations
  > Review committee dinners

ACADEMIC UNIT

• Drafts the self-study and submits it to dean or vice chancellor
• Develops agenda & schedules participants
• Secures conference room(s)
• Invites students
• Designates a site visit liaison who will be “on call” to:
  > Respond to committee questions
  > Receive coffee and lunch deliveries
  > Prepare and clean up site visit venue
Final Actions

- Notification and initiation of review
- Schedule site visit & appoint review committee
- Charge meeting
- Site visit planning meeting
- Self-study and site visit agenda
- Site Visit
- Review committee report
- Academic unit's response and action plan (optional dean's comment)
- Graduate School Council review
- Graduate School Dean's letter to Dean / Chancellor / Vice Chancellor
Program Review Documents

- Review committee charge letter
- Site visit agenda
- Self-study*
- Review committee report*
- Unit’s response and action plan*
- Letter to dean/vice chancellor*

*Published on password protected UW program review archive upon completion of the review.
Submit by December 15, 2023:

PROGRAM REVIEW PLANNING FORM

> Suggested site visit dates
> Unit-defined questions for review
> Proposed review committee members
  > Eight UW faculty
  > Eight external faculty
Questions?

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