Guidelines for Conducting Internal College Reviews of Interdepartmental Programs
March, 2015

All College interdepartmental programs are subject to regular review. Most programs will be reviewed at regular intervals (roughly every five to seven years) following these guidelines. Larger programs (e.g., with faculty FTE, undergraduate or graduate majors) may be subject to more extensive review involving an external review team. For those programs, reviews will follow the general procedures outlined for departmental external reviews with modifications to the review schedule and self-study as appropriate.

The timing and steps in the review are as follows:

A. The College Chief of Staff maintains a record of the programs that are due for review each academic year. The divisional Associate Dean oversees the review. Upon request of the Executive Dean, the divisional Associate Dean notifies the program that it will be reviewed. Notifications are usually given at the beginning of the fall semester in the second to last year of support but can be given later upon mutual agreement of the Executive Dean and the program. At the time of notification, the Associate Dean will share the questions that units are typically asked to address in their reports, with the understanding that the review committee may add questions.

B. The Associate Dean collects information available in the Executive Dean’s office about the original goals and expectations for the unit, as well as information about the unit’s goals, mission, expectations that is available on the Web, to share with the review committee.

C. The Associate Dean appoints a review committee.

Review committee members will be selected as follows:

Step 1: Solicit the names of possible committee members from:
   a. relevant department chair(s)/program directors
   b. director of program to be reviewed

Step 2: Propose final committee to Executive Dean for approval.

Step 3: Inform the program director of the membership of the committee.

Review committees typically have 3-5 members, depending on the size and complexity of the program being reviewed. Members of the committee may be chosen from within and from outside of the College depending on the program and the program’s interactions with constituencies outside the College. The Associate Dean is not a member of the committee but is available for consultation and advice during the review process. The Associate Dean appoints the committee chair.

D. The committee meets with the Associate Dean to review the available information and to finalize the questions that are to be addressed in the program’s report.

E. The Associate Dean drafts the formal solicitation that goes to the program, following the template at the end of these guidelines.
F. Upon receipt of the program’s report, the Associate Dean arranges for the committee to meet to discuss the report and generate a list of people to be contacted as part of the review. Staff in the Executive Dean’s office are available to schedule the meetings.

G. The committee conducts its interviews.

H. The committee prepares its report. The final report should address:
   1. The goals and expectations associated with the program.
   2. How well the program has achieved its goals and what steps it could take to be even more effective.
   3. The program’s contributions to the research and educational missions of the College.
   4. The appropriateness and feasibility of the program’s plans for the future.
   5. How the program is viewed by its various constituencies.
   6. Recommendations of the committee for future funding from the College and/or changes to the program’s operations.

I. The Associate Dean attaches his/her recommendation to the committee report and forwards it to the Executive Dean. The Executive Dean reviews the report and then shares it with the program director who, in turn, shares it with program faculty.

J. The program director submits a written response to the Executive Dean within one month of receiving the report.

K. The Executive Dean and program director meet to discuss the review and its implications for College commitments and the program’s continuing operations.
Dear __________,

As you already know, the College will be reviewing your program’s performance this year as part of our standard cycle of evaluation. The committee in charge of your program’s review has met and put together the following list of questions for you to address in your report. We would like to receive your report by ________________.

After reviewing your report, the committee may choose to contact faculty, staff, and students affiliated with your program. It will complete those conversations by __________ and meet to discuss its evaluation shortly thereafter. The final report will be delivered to the Executive Dean by ______.

Please address the following in your report:

1. What are the primary goals for this program?
2. What has been accomplished since your last review (or since the program was established) as regards each of these goals?
3. What do you consider your major accomplishments since your last review (or since the program was established)?
4. How has this program stimulated research/teaching/creative activity?
5. How has this program contributed to the academic reputation of the College?
6. How has this program contributed to scholarship?
7. What is your program’s unique contribution to the College? What has been accomplished that could not have been accomplished without your program?
8. What are your plans for initiating new activities or establishing new goals?

Please prepare a proposal for continued operation that addresses:

Administrative Structure
   a. governance/management
   b. space and facilities (existing/virtual/needed)
   c. staffing

Detailed five year plan for the program including:
   a. plan for establishing/maintaining degree or curricular objectives
   b. plan for recruiting/retaining faculty
   c. plan for recruiting/retaining students
   d. suggested benchmarks for evaluating program success.

Detailed five year budget.