

## Program Review [rev. 2-19-24]

Information concerning Program Review: <https://umaine.edu/provost/program-review-criteria/> Program review at the University of Maine is part of the ongoing process of accountability and improvement of the academic enterprise. It is governed by both University of Maine System (UMS) and national accreditation standards. All academic programs will be reviewed at least every seven years. Newly formed academic programs will have an abbreviated review after two years.

The link above provides information on the following topics related to program review:

- UMS and national accreditation standards
- General guiding principles
- Overview of the process
- The self-study
- The external review
- Post-review process

With respect to the external review, the CLAS process differs slightly from the linked information above. The following list offers CLAS guidance on the order of tasks and the distribution of responsibilities between academic departments or schools and the Dean's office:

1. Start with the **overview of the process** (<https://umaine.edu/provost/program-review-criteria/>).
2. **Self-study**—Department chair should launch/assign faculty responsibilities for producing the self-study.
3. **External review**—When the self-study is nearly complete, the department chair should work with the Dean to develop a list of potential external reviewers. Once finalized, the Dean will reach out to potential reviewers to confirm availability/interest. Once availability/interest is confirmed, the Dean will work with the department chair to determine the optimal team.
  - a. The Dean will reach out to confirm/notify the final external review team
  - b. The department chair will work to schedule the visit and make arrangements for reviewers
4. **Finalizing the report**—The reviewers should submit the draft report to the department chair, who will notify the reviewers of any factual errors to be corrected before final submission.
5. **Unit response**—Once the final report has been submitted by the reviewers to the Dean, the department chair will coordinate with faculty members to produce the unit response to the external review. The response should be provided to the Dean within 30 days of receipt of the final report.
6. **Dean's evaluative report**—The Dean will produce their evaluative report on the review and submit all documents to the Provost (self-study, external report, department response, Dean's report).
7. **Institutional Report and Closing Discussion**—The Provost will write a brief summary of the review for the President. The Provost, Dean, and chair will also have a closing discussion at the end of this process.

### Responsibility for costs

- The Dean's Office covers the honorarium for two external reviewers at \$500 each. The honorarium is paid **after** the final version of the reviewers' report has been received.
- Other expenses associated with the review are split evenly among the department, the Dean's Office, and the Provost's Office. Departments are encouraged to keep in mind the cost of travel when nominating reviewers.