Cleveland State University
engagedlearning™

ACADEMIC PROGRAM REVIEW
Roles and Responsibilities

Office of the Vice Provost

The Vice Provost for Instructional Excellence oversees the academic program review process. Responsibilities of the Office of the Vice Provost include:

- Coordinating the 5-to-7-year review cycle
- Scheduling annual program review dates in consultation with departments/programs
- Coordinating the selection of external reviewers
- Facilitating entry and exit sessions during site visits
- Providing funding for external reviewers to conduct site visits
- Coordinating and disseminating all documents supporting the program review process
- Overseeing implementation of review recommendations and planned actions

College of Graduate Studies and Office of Research

Both units provide support and guidance to graduate departments and programs undergoing review. They help ensure that reviews of graduate degree programs include information about educational and teaching priorities, faculty expertise and research priorities, and service and outreach programs.

College(s)

College Dean(s) support(s) efforts that are part of program reviews, approve the schedule of programs to be reviewed, consult and approve departmental nomination of internal reviewers, meet with reviewer team members during site visit, provide input on any follow-up correspondence from the department/program, and monitor strategies and outcomes in response to the review.

Departments/Programs

Chairs/Directors normally serve as the self-study team chair and are responsible for:
- Notifying departmental faculty and staff of program review
- Distributing all reports and documents
- Selecting experts in the relevant discipline(s) for nomination as external reviewers
- Coordinating faculty and student participation in the site visit by notifying all appropriate attendees of times and places of meetings

The principal effort and responsibility for program review reside in the department or program under review. The department is strongly encouraged to communicate and coordinate with their dean and the Vice Provost throughout the process to ensure a successful and productive review.

Program Review Committee

The Program Review Committee (PRC) consists of both external and internal reviewers, as described below. As such, the PRC will carefully examine the self-study document submitted by the department/program. The Committee will focus its work to drive findings related to comparisons of strengths and weaknesses of the department/program (i.e. faculty, students, leadership, curricula, research, funding, etc.), to similar programs across the country. Additionally, the Committee assesses the extent to which a program is meeting its objectives by analyzing various activities from different perspectives, leading to some determination on the program's effectiveness.

Internal Review Team

Internal review team members represent the Program Review Committee and provide the perspective of a CSU faculty member familiar with the institution and the needs and expectations of undergraduate/graduate programs. Internal review team members join all meetings as scheduled. They also provide external reviewers with additional information, as necessary, and assist in the development of the first draft of the report and continue collaborating with external reviewers to finalize the report.

External Review Team

External review team member(s) represent the Program Review Committee and participate in the site visit alongside internal reviewers. They ensure the integrity of the academic program review, provide valid feedback regarding the status of the program, and make recommendations for improvement. The external review team member(s) also provide the perspective of senior faculty in the discipline of the particular program under review.

NOTE: Additional information on the Program Review Committee structure and workflow is available on the Academic Program Review Charge to the Program Review Committee document.