

Guidelines for Conducting Internal College Reviews of Interdepartmental Programs

(Version - Thursday, October 04, 2007).

A. Notify the unit that it will be reviewed at the beginning of the fall semester during the last year of support.

B. Gather information available in the Dean's office about the original goals and expectations for the unit.

C. Gather additional information about the unit's goals, mission, expectations available on the Web.

D. Appoint a review committee

Review committees will consist of the appropriate Associate Dean, chairing the committee, and between 2 and 5 other 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 its interactions with constituencies outside the College.

Review committee members will be selected as follows:

Step 1: Solicit the names of possible committee members from:

- a. relevant department chair(s)
- b. director of unit to be reviewed

Step 2: Propose final committee to dean for approval.

Step 3: Inform the unit director the unit is being reviewed and tell him/her the membership of the committee.

E. The committee meets to:

1. Share all information gathered about the College's goals and expectations for the unit with the committee.
2. Have the committee finalize the list of information that is to be included in the unit's report to the review committee.

F. Template for letter to unit head detailing information to be reported to the review committee

Dear _____,

As you already know, the College will be reviewing your unit's performance this year as part of our standard cycle of evaluation. The committee in charge of your unit's review has met and put together the following list of questions to which we would like you to respond in your report. We would like to receive your report by _____.

After reviewing your report, the committee plans to contact (list of appropriate constituent groups/individuals). We will complete those conversations by _____ and meet to discuss our evaluation shortly thereafter. The final report will be delivered to the Dean by _____.

Please address the following in your performance report
(committee can select as appropriate or generate new questions)

1. What were the primary goals for this unit.
2. What has been accomplished as regards each of these goals.
3. What are your major accomplishments since your last review/establishment?
4. How has this unit stimulated research/teaching/creative activity.
5. How has this unit contributed to the academic reputation of the College.
6. How has this unit contributed to scholarship?
7. What has this unit accomplished that could not have been accomplished without it.
8. What are your plans for initiating new activities or establishing new goals?
9. Prepare a proposal for continued operation as required by the College's guidelines for establishing programs those guidelines direct that proposals should include:
 1. Name of the proposed Program
 2. Proposed Administrative Structure
 - a. Management Plan
 - b. space and facilities (existing/virtual/needed)
 - c. staffing
 3. Purpose and goals of the program. Include:
 - a. details about what current need the program will meet
 - b. details of what benefits the program will provide
 1. to faculty
 2. to graduate students
 3. to undergraduate students
 4. to the department, college, field

4. Detailed three to five year plan for the program including:
 - a. plan for establishing degree or curricular objectives
 - b. plan for recruiting faculty
 - c. plan for recruiting students
 - c. accountability benchmarks (what will mark it as a successful program).
5. Detailed three to five year budget.
6. Meet with committee to:
 - a. Review the report
 - b. Generate list of individuals to be contacted as part of the review.
 - c. Generate list of questions to be asked.
 - d. Have committee members do the contacting and report their results.
 - e. Make these available to the entire committee.

H. Committee drafts the report.

The final report should contain:

1. Description of the goals and expectations associated with the program.
2. What they have tried to do.
3. What they have accomplished.
4. Plans for the future.
5. How the program is viewed by its various constituencies.
6. Analysis of the programs report.
7. Recommendation of the committee

I. Committee meets to review and finalize the draft report and delivers final report to the appropriate associate dean who attaches his/her recommendation.

J. Final report and recommendation delivered to the Dean and to the unit director.