

The University of West Florida, Division of Academic Affairs

Academic Program Reviews

2018-2019 Timeline

1. Confirmation by Provost's Office to Deans, program Chairs/Directors of programs and institutes/centers to conduct program review.

July-August 2018

2. Email notification of Academic Program Review Procedures, templates, and timeline located on the Division of Academic Affairs website to Deans, program Chairs/Director, Office Administrators for program reviews/accreditation being conducted in 2018-2019. Data information needed for the review may be provided in the summer (upon request) if elect to proceed before Fall 2018.

August 2018

3. Submission by program chair/director of information on Program Review Coordinator contact information.

Early August 2018

4. Conduct program review orientation session for Deans, program Chairs/Directors, and Office Administrators. Presentation by Institutional Research of common data elements related to enrollment, degrees granted, and personnel and financial resources.

Late August 2018

5. Submission by program Chair/Director of Program Review Planning form in electronic format. This includes information on program review goals/objectives, the proposed external consultant, and UWF faculty/staff who will serve on the Program Review Team.

Late September 2018

6. Preparation and completion of program review Self-Study by program faculty/staff to Provost Office. (MS Word format)

January 31, 2019

7. Submission by program Chair/Director of proposed Program Review Team site visit schedule (dates, times, locations) and arrangements for transportation, lodging, meetings, and so forth.

4 weeks prior to visit

8. Conduct of program site visit review by Program Review Team.

February or March 2019

9. Submission of Program Review Team Report to program Chair/Director.

Recommended time frame is no later than 2 weeks after the visit. Please note external reviewer does not get paid until report is submitted.

10. Submission to Dean by program Chair/Director of program faculty/staff response to Program Review Team Report.

Early April 2019

11. Review/response by Dean to Report and program faculty/staff comments.

Mid-April 2019

12. Program Chairs and/or Directors are asked to submit the following documentation to the Provost Office: Program Review Executive Summary (electronic - MS Word format), signed Confirmation of Processes (hard copy), Self-Study, Program Review Committee Report, Department Response, and Response to Provost Office (electronic format).

Late-April 2019

13. Submission by Provost's Office of program review information to the UWF Faculty Senate, UWF Board of Trustees, and the Florida Board of Governors.

Mid-May 2019