**Table 5: Guidelines for Academic and Administrative Program Review Proposals**

By September 15 each year, the Director of Assessment will send a memo to the deans of the schools and directors/coordinators of academic support programs scheduled for program review the following academic year. The CFO will send a memo to the vice presidents/directors of administrative units scheduled for program review the following academic year. The first step will be for the dean/ director/coordinator/vice president to submit a program review proposal identifying the goals, process, and budget needs for conducting the review. A proposal addressing the following points should be submitted to the Director of Assessment no later than February 1.

## What are the major goals for this program review?

1. **Briefly describe your plans for carrying out the self-study, addressing the following questions:**
   * Will a separate document be prepared for each department or program?
   * Who will be responsible for preparing the document(s)?
     + Will the self-study involve any additional research beyond the data provided locally? What data/source do you plan to include? (Examples: visits by our faculty/staff to other campuses, consultation with professional organizations, etc.)
     + Explain any proposed modifications in the standard self-study template. As an example, programs that have prepared a self-study for specialized accreditation within the previous two years may propose to use that document but must also explain how they will provide expected information and analysis not addressed in the external accreditation report.
   * **Explain your plans for external review.** Note that external review is optional. If you plan to include external review, explain how it will be conducted. If you do not plan to use external review, briefly explain why.
   * Why is external review needed? What do you hope to gain from it?
   * How will you select external reviewers?
   * How will the external reviewer(s) participate in the program review process? (e.g., campus visit, written review of the self-study document only, conference call, etc.)
   * What form of feedback will be provided by the reviewer? How will it be structured?
     + If a campus visit is proposed, when do you anticipate bringing the reviewer to campus? (Keep in mind that the Assessment Committee must receive any additional materials, including the recommendations of external reviewer and responses from the program no later than March 1 of the program review academic year.)
2. **Budget request**—provide itemized projections of funds needed to conduct the program review, along with any other source of funding you may have to assist with the costs.

**Other considerations** (as needed)