



**UCCS CAMPUS POLICY**

**Policy Title: Academic Program Review**

**Policy Number: 200-006**

**Policy Functional Area: ACADEMIC**

Effective: December 1, 2004  
Approved by: Pam Shockley-Zalabak, Chancellor  
Responsible Vice Chancellor: Executive Vice Chancellor of Academic Affairs (EVCAA)  
Office of Primary Responsibility: EVCAA  
Policy Primary Contact: EVCAA, 719-255-3121  
Supersedes: N/A  
Last Reviewed/Updated: N/A  
Applies to: Faculty

Reason for Policy: It is the policy of the University of Colorado at Colorado Springs to review its academic programs for quality and effectiveness.

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## I. INTRODUCTION

It is the policy of the University of Colorado at Colorado Springs to review its academic programs for quality and effectiveness.

## II. POLICY STATEMENT

A. Authority for the conduct of campus reviews of academic programs is found in The Laws of the Regents, 2003, Article 4, Section C. This policy also conforms to the University of Colorado Administrative Policy Statement, "Implementation of Regent Policy on Program Review and Newly Approved Program Review," effective September 1, 1996.

B. Purpose.

The goal of academic program review is to promote and maintain efficiently administered, high quality academic programs by identifying strengths and weaknesses of academic programs and resulting in the establishment of recommended alternatives for program development. Where appropriate, the review should examine the undergraduate curriculum, with the goal of providing students with broader exposure to a wide range of subject matter. Program review should provide a basic planning document for the program under review, and may include major, minor, and supportive recommendations. The department and campus are expected to use the program review as a guide in making decisions regarding resource allocation, faculty staffing, program focus, admission standards, curriculum content, and other

appropriate academic matters, subject to availability of resources, consistency with campus plans, and other factors. In addition, the campus views program review as a mechanism for allowing the faculty in academic programs to hold each other accountable for quality and performance and for responsible use of scarce resources.

C. Procedures.

1. Schedule.

An annual schedule of departments, programs, and centers to be reviewed shall be maintained by the VCAA office. Academic units shall be evaluated once every five years where feasible, and at least once every seven years. External accreditation reviews may be coordinated with or substitute for an internal review. Where possible and appropriate, and requested by both the center or program director and the department chair, academic programs and centers affiliated with a particular department may be reviewed at the same time as the department. Center reviews are conducted by the Campus Faculty Research Council.

2. Conduct of a Review.

Each review of an academic unit shall have the following components:

- a. The unit shall prepare a self-study document, according to guidelines set by the Panel.
- b. This document shall be reviewed and accepted by the panel, subject to the Panel's request for revisions.
- c. A 3-person review team appointed by the Panel shall receive relevant materials (including the self-study) prior to a 2-3 day onsite visit.
- d. The review team shall submit a written report to the Panel.
- e. The department and dean will have the opportunity to comment on the review team's report.
- f. The panel shall summarize and comment on the report of the review team and department and dean responses, and present all materials to the VCAA.

3. The Review Team.

- a. The Review Team shall consist of three members:
  - i. One member of the panel from a department, school or college different from that of the unit being reviewed.
  - ii. Two external members, at least one from a Colorado institution.
- b. The unit under review shall work with the chair of the Panel to develop a list of potential external reviewers.

4. Panel Membership.
  - a. The Panel shall have a chair and associate chair (at the discretion of the VCAA), appointed annually by the VCAA.
  - b. There shall be a total of eight panel members (including the chair and associate chair), one each from Beth-El College, College of Business, College of Education, College of Engineering and Applied Science, Library, and three from College of Letters, Arts and Sciences, all appointed by the VCAA upon the recommendation of their respective deans.
  - c. Panel members shall serve three year terms, staggered so that there will be 2-3 new appointees each year.
5. Follow-up to Program Reviews.
  - a. For three years following a program review, the academic unit will file a report with the Panel summarizing the changes made within the unit, the requests made for support, any results from those requests, and any outcomes resulting from changes.
  - b. The Panel will compile and summarize these changes, and submit them to the VCAA.

D. Responsibilities.

1. The APRP shall have the responsibility to conduct program reviews.
  - a. The chair will schedule reviews, communicate with prospective team members, appoint review teams, chair meetings of Panel, and serve as liaison for 1-2 reviews (including writing summaries for those reviews).
  - b. The associate chair will serve as liaison for 2-3 reviews (including writing summaries for those reviews) and write a summary of changes in academic programs that have resulted from reviews.
  - c. Panel members will attend all meetings of the Panel, serve as a member of up to one review team, meet with all review teams, and contribute to Panel's discussion of all review reports for inclusion in the summaries.
2. The dean of the college in which the program is housed shall participate in the review and respond to the review report on behalf of the college.
3. The academic unit in which the program is housed will prepare a self-study, participate fully in the review team's visit, respond in writing to the review report and submit information regarding follow-up actions resulting from the review for three years following the review.
4. The Vice Chancellor for Academic Affairs (and/or his or her designee) will maintain a schedule of reviews to be conducted, participate in the reviews as appropriate, receive the reports, and convey the outcomes to the CU system office.

### III. DEFINITIONS

- A. Academic Program
- B. Academic Program Review Panel (APRP)
- C. Academic Unit

### IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

- A. Procedures
- B. Forms
- C. Guidelines
- D. Other Resources (i.e. training, secondary contact information)
- E. Frequently Asked Questions (FAQs)

### V. HISTORY

Initial policy approval      N/A