

THE UNIVERSITY OF SOUTHERN MISSISSIPPI

Program Review

Guidelines

Purpose

The review process is primarily a mechanism by which schools, departments and programs at The University of Southern Mississippi can reflect on performance over the past several years and, with the help of external consultants and administration, plan for growth and development in the future. These guidelines were developed and approved by the Academic Council and the Graduate Council in June 2005. The Office of Institutional Effectiveness oversees the administration of the program review process.

The Program Review begins with a Self-Study conducted by all faculty who participate in a program. Often, a department conducts program reviews for all programs that it houses within one document. The Self-Study will be followed by reviews or input from several persons outside of the department: Academic and/or Graduate Council reviewers, External Reviewers, the Dean of the program's college, and the Provost. The end result will be a strategic plan for the program and recommendations from the appropriate Council(s) that are shared with the Board of Trustees of the State Institutions of Higher Learning.

The most important factor in the success of departmental/program reviews is the extent to which the faculty members take ownership of the process. Full participation by faculty in all aspects of each review is highly desirable. The most successful reviews take a critical look at the past work of units and develop realistic plans for the future. The review should result in a clear understanding about the development of the school, department or program over the next ten years.

Programs that are externally accredited may choose to participate in the Program Review process. Since the University's review often allows an opportunity to discuss resources and program developments not covered by an accrediting agency, programs can exercise this rewarding option.

The major participants of the review are:

1. The school/department/program
2. Dean of college
3. Graduate Council Program Review Committee
4. Academic Council Program Review Committee
5. External consultant reviewers
6. Provost
7. Office of Institutional Effectiveness

Class of May 2013 Program Review Timeline	
Year 1: Self-study Preparation	
Spring 2012 – August 31, 2012	Self-study prepared.
May 31, 2012	External reviewers identified and onsite visit dates scheduled for the next fall.
Year 2: Program Review Process	
September 1, 2012 – December 1, 2012	External review and report completed. Internal (Academic & Graduate Council) review completed.
January 1, 2013 – March 1, 2013	Department response with 10-year plan completed and endorsed by the dean.
March 1, 2013 – April 1, 2013	Council executive summaries completed.
April – May 2013	Executive summaries approved by Academic and Graduate Councils.
May 2013	Provost receives reports for budgetary consideration. Provost sends Executive Summaries to IHL.