



Academic Program Review Handbook

October 2022

ACADEMIC PROGRAM REVIEW HANDBOOK

Academic Program Review Goals and Requirements

Goals of Academic Program Review

all modes of curriculum delivery), the creative/research accomplishments of faculty, the service contributions, and the plans for program improvement. Importantly, the report should demonstrate linkages among program review, assessment of student learning, strategic

The VPCA and VPIE meet with the dean, program director, and the department chair to discuss any requests for specific information, the overall process, the timeline, and expectations for program review.

2. Self-Study Report Development (January-May)
Program faculty complete the Self-Study Report form, following the Academic Program Review Self-Study Report Outline and Checklist.
The VPIE provides the Academic Portfolio data for the program by January 15.
The Self-Study Report is submitted to the Dean by April 1.
3. Review and Submission of Final Report (May to August)
The Dean provides feedback to the program faculty.
The faculty address the recommendations and submit a final report.
The Dean submits the final report to the VPCA.
4. Action Plan Development (October-November)
The Dean, Program Director, and Department Chair meet with the Provost, VPCA and VPIE to discuss the report and proposed Action Plan.
The Dean finalizes and submits the Action Plan Form to the VPCA.

After finalizing the Action Plan, the Dean will meet with the Program Director and Department Chair to discuss plan implementation and monitoring. The Provost will meet with department faculty to discuss key aspects of the program review process, the *Self-Study Report*, and the *Action Plan*.

The final *Self-Study Report* and the *Action Plan Form* are considered the permanent record of the and will be stored electronically in the Office of the Provost. Additionally, the VPIE will complete the *UM System Executive Summary of Program Assessment* form for each Academic Program Review. This form will be submitted to the UM System Office of Academic Affairs for posting and will be stored electronically as part of APR record.

Academic Program Review Documents

Academic Program Review Policy (available in the Academic Policy Library
<https://www.umkc.edu/Provost/policy-library/default.aspx>)
UMKC Academic Program Review Guidelines
Scheduled Five-Year Reviews
Program Review Timeline
Self-Study Report Outline
Self-Study Report Form
Action Plan Form
Statistical Data Definitions (in the dep
Box)
UM System Executive Summary of Program Assessment Form