**2012-13 ACADEMIC PROGRAM REVIEW CALENDAR**

1. Based on the Master Calendar developed in collaboration with the deans, the Provost has selected departments and programs to participate in the academic program review process in 2012-2013.

Four departments will conduct a full academic program review in 2012-2013:

* Animal Sciences (College of Agriculture)
* Educational Leadership, Foundations and Technology[[1]](#footnote-1) (College of Education)
* Human Development and Family Studies[[2]](#footnote-2) (College of Human Sciences)
* Sociology, Anthropology and Social Work (College of Liberal Arts)

1. By 10/15/12, the Provost (or an individual designated by the Provost) will meet with the heads and deans of the selected departments to initiate detailed plans for the review process. Also by this date the Office of Institutional Research and Assessment will generate and distribute standardized data profiles for each participating department (see Appendix Two).
2. By 11/15/12, the Provost’s Office will recruit a team of peer evaluators for the program reviews involving external reviewers. Peer teams will be composed of four members, two of whom will be disciplinary experts who are not affiliated with Auburn University. The remaining team members will be members of the Auburn University faculty from other departments. Before forming these teams, the Provost’s Office will solicit and consider nominations from the departments being reviewed and from their deans.

External peer reviewers for Academic Program Review will be selected according to the following process:

1. The department will identify potential unbiased reviewers from peer or aspirational peer institutions to the dean of the college;
2. The Dean will review the list and offer any additional recommendations;
3. The Provost’s Office will confirm that no nominated reviewers have a prior affiliation with Auburn University or with any of the department faculty (as co-PIs, co-authors, graduate school colleagues, etc.);
4. The Provost’s Office may identify any additional unbiased external reviewers and inform the college;
5. The Provost’s Office will select and recruit the external reviewers from the process in steps 1-4, with a preference for experienced peer reviewers.
6. Also by 11/15/12, the Provost’s Office will work out the specific details for as many expedited program reviews as are feasible within available time and resources.
7. By 01/15/13, departments undergoing full reviews will submit self-study reports through their Deans to the Provost’s Office. (See attached template in Appendix Three.) Though variations in process and format are permissible and customary, each self-study report should be the result of departmental collaboration and should clearly address all of the program review criteria outlined above.
8. By 04/10/13, campus visits by the team of peer evaluators will be completed. At least one month prior to the campus visit, peer evaluators will receive copies of the department’s standardized data, self-study report, and additional information about Auburn University. During the visit, team members will verify and supplement initial impressions based on these documents. Each visit should include interviews with appropriate departmental, college, and university personnel, a tour of facilities, and any other fact-gathering activities judged appropriate by the team and the Provost. A sample itinerary for the campus visit is attached as Appendix Four.
9. Within one month of the campus visit, the peer evaluation team will submit its final report to the Provost, with copies to the department and Dean. To the extent possible, the external review should address all of the program review criteria listed above. It should recommend ways in which the department’s programs of instruction, research, and public service can be improved. It may also include summative recommendations about one or more particular departmental programs. A template for the team report is attached as Appendix Five.
10. After consulting with the reviewed department and studying all program review documents, including the external team’s report, the Dean will prepare an action plan for consideration by the Provost. Since the program review process normally focuses on program improvement, it is appropriate that the Dean’s action plan outline specific strategies, action items, assignments of responsibility, and timetables for making recommended enhancements. If those strategies will require additional physical, human, or financial resources, the Dean’s report should also include a resource reallocation or development plan. A template for the Dean’s plan is found in Appendix Six. The Dean’s plan is due within one month of receipt of the peer team’s report.
11. The Provost will review the Dean’s action plan, approving or amending it at the Provost’s discretion, and will communicate decisions to the Dean within one month of receipt of the Dean’s plan. Normally, implementation, monitoring and follow-up reporting for the action plan will first be discussed in a meeting among the Provost, Dean and Department Head. With respect to actions to improve existing programs, the Provost’s decision is final. If evidence from the program review leads the Provost to conclude that a degree program or department may need to be merged or eliminated, the Provost will first request a formal recommendation from the Academic Program Review Committee of the University Senate before making a final recommendation to the President.

1. The academic program review for the Department of Educational Foundations, Leadership and Technology will consider those programs that will not be included in the college-wide accreditation review by the National Council for the Accreditation of Teacher Education, which is scheduled for 2014-15. [↑](#footnote-ref-1)
2. One program within the Department of Human Development and Family Studies—the Marriage and Family Therapy option within the MS program—received a disciplinary accreditation reviews during the 2011-2012 year. [↑](#footnote-ref-2)