JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:16   **DATE: February 2004**

REVISION/REVIEW DATES: April 2008, Mar 2013, August 2021, April 2023

SUBJECT: Program Review

APPROVED: Dr. Don C. Killingsworth, Jr. President

PURPOSE

This policy establishes the University's guidelines and procedures for Program Review. A systematic review process that encourages improvement through analysis of the quality of the University's instructional and non-instructional programs. It also serves to allow all programs to receive formal input from a peer reviewer from aspirant institutions. Thus, this process is intended to build upon and improve the quality of all programs (instructional and non-instructional) and is a key piece to JSU's Comprehensive System of Continuous Improvement.

POLICY

Institutional program review is a comprehensive evaluation of individual programs or areas and covers such components as staffing, action plans, operational and assessment plans, and resources. Instructional program review examines programs that offer direct student instruction and are normally the academic offerings at the program level. Non-instructional program review addresses units or departments that may provide support to instructional programs or are necessary to the university to run efficiently and effectively. Units in this category include academic and student support services and administrative units.

PROCEDURE

During JSU's 10-year reaffirmation cycle, at a frequency determined by university leadership, each program area or unit will conduct a self-study to assess its major strengths, weaknesses, opportunities, and concerns in the areas of quality, demand, resources, and planning.

II.16

The program may also include other unique or significant aspects in the self-study. The program review process will conclude with a plan for continuous improvement.

A university-wide program review committee will develop an annual cycle of units to undergo review. In consultation with area Vice Presidents, programs and units will be reviewed within a specific time frame approved by the committee. Notifications will be sent to programs and units undergoing program review for the upcoming academic year. Trainings and a timeline will be provided to each program, their supervisor, and their area Vice President. The timeline will provide ample time for the Office of Institutional Effectiveness and Research (OIRE) and Finance and Administration to disseminate data to the programs under review.

Once completed, the self-study will be reviewed by a peer reviewer who will also complete a virtual or on-campus site visit. Peer reviewers will provide a final report that provides programs with feedback and recommendations regarding information within their self-study as well as findings from their site visit. Final reports will be submitted to the department head/unit director, who will review with faculty and/or staff. Following this review, the report will be submitted to the area dean/unit director. The dean/unit director will review the report and provide a written response to the report. The dean/unit director will forward the self-study, peer review report and response report to the area Vice President. The dean/unit director, department head/area supervisor, and other appropriate individuals will meet with the Vice President to discuss the self-study, peer review report, and response report. A template memo for area Vice Presidents will be used when submitting programs or units with recommendations for program improvement the following year. The template will include the following sections: strengths, weaknesses, challenges, and opportunities. The status of program review and any recommendations for change or improvement will be presented to the President by the division Vice President.

Recommendations identified for the following year will be submitted to the OIRE. OIRE will be the central repository for program review final reports.

Instructional or Non-Instructional programs or units that undergo external accreditation will submit materials from their self-study, review team final report, and accrediting board decision and recommendations to the area Vice President and recommendations for those programs and units will be included in the appropriate plans as well.

EVALUATION

The Assistant Vice Provost of Institutional Research and Effectiveness, in consultation with the University-Wide Program Review Committee, will recommend specific program review guidelines, procedures, and timelines to the Provost & Senior Vice President for Academic Affairs or Designee for approval.

REVIEW AND REVISION

This policy and published guidelines, procedures and timelines will be reviewed at least every five (5) years by the Provost & Senior Vice President for Academic Affairs or Designee.

RESPONSIBILITY and EVALUATION

The Provost and Senior Vice President of Academic Affairs is responsible for this policy.

II.16