# Program Review
## Process Checklist for Unit

<table>
<thead>
<tr>
<th>Check when complete</th>
<th>What Happens &amp; To Do</th>
<th>When it happens &amp; deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dean and program/department Chair or Director (referred to as Chair in remainder of this document) are notified by Faculty Senate Program Review Committee Chair/Office of the Vice Provost for Academic Affairs via email that a program review is to take place in the next academic year.</td>
<td>Spring Prior to academic year of review</td>
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<td></td>
<td>Customized program review self-study template is sent electronically to the Chair by Gail with data provided by the Office of Decision Support.</td>
<td>Beginning of Fall semester</td>
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<td></td>
<td>If an accreditation report is being used, that report will be evaluated to determine if all of the Board of Regents requirements are covered. Any requirements that are not covered will be completed in the program review self-study.</td>
<td>Beginning of Fall semester</td>
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<tr>
<td><strong>Faculty and Student Surveys</strong></td>
<td>Chair provides list of faculty (teaching in the current academic year) email addresses to Gail at <a href="mailto:gail.griffin@unlv.edu">gail.griffin@unlv.edu</a> for a program related survey in which Chair will participate. <strong>Note:</strong> full email addresses must be provided, not just names, to avoid the issue of faculty/teaching staff who do not appear in UNLVMail system or appear under a different name than commonly used. List must indicate which faculty should be surveyed for undergrad, master, doctoral programs. The program can add a few questions to the survey if desired.</td>
<td>Early in Fall semester</td>
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<td>Chair provides direction on which students should be surveyed for each program review to Gail. For example, in undergrad programs, the Chair may wish to survey students with the pre-major and the major or only students in junior and senior status. The program can add a few questions to the survey if desired.</td>
<td>Beginning of Fall semester</td>
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<td>Student lists are requested from the Registrar by Gail for the survey. Electronic surveys are sent to program faculty (including chair) and students by Gail.</td>
<td>Fall semester</td>
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<td></td>
<td>Surveys are open for 30 days. After the 30 day period, the results are sent to the Faculty Senate and/or Graduate College Program Review Committee member assigned. They will recap the surveys and send the recaps to Gail and then they will be sent to the Chair.</td>
<td>Fall semester</td>
</tr>
<tr>
<td><strong>External Reviewers</strong></td>
<td>Chair submits a list of 5 potential external reviewers to Gail the first week of December. See guidelines below:  - Potential external reviewers must be working in the same overall academic discipline, from a comparable peer or aspirational public research institution, and have current or recent experience in a similarly situated urban institution, i.e., large public, research-high or research-very high  - It is preferred that reviewers be from institutions in the western or central United States to minimize their travel costs.  - Reviewers need to be tenured, full professors, productive scholars with the appropriate terminal degree.  - Provide CV and current contact information</td>
<td>First week of December</td>
</tr>
</tbody>
</table>
### Program Review
#### Process Checklist for Unit

- Provide website link
- Provide institution name
- Provide a brief explanation as to why the individuals are appropriate reviewers
- There should **not** be close personal or professional ties that would present a conflict of interest, i.e., a collaborator on publications or grants, a former student, a former advisor, etc.
- Reviewers cannot be from UNR or any other NSHE institution.
- Reviewers cannot have ever been paid as an employee of UNLV or NSHE.
- If a reviewer is not a U.S. citizen, payment might be delayed, and they have to meet with the Nonresident Alien Tax Specialist while on campus.

From the list of the 5 potential reviewers, the Office of the Vice Provost for Academic Affairs will review the qualifications of each, select 2 individuals and notify the Chair.

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<tr>
<th>Once the Chair has received the names of the 2 approved, the Chair will work with the external reviewers to find dates that will work ( reviewers must be on campus at the same time and submit one report) and set up a schedule for them to meet with, at a minimum:</th>
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<tbody>
<tr>
<td>- program faculty</td>
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<tr>
<td>- students</td>
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<tr>
<td>- advising (if appropriate)</td>
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<tr>
<td>- dean</td>
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<tr>
<td>- department chair</td>
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<tr>
<td>- Vice Provost for Academic Affairs Rainier Spencer (<em>this should be the last meeting held</em>; contact Takiyah Beckett 702-895-3561 to get on the calendar)</td>
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<tr>
<td>- Provide Dr. Spencer with:</td>
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<tr>
<td>1. a copy of the external reviewer’s schedule of meetings</td>
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<tr>
<td>2. a copy of each reviewer’s CV</td>
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</table>

**Note:** Sample visit schedules are included in this email.

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### External Reviewer payment information:

1. The Office of the Vice Provost for Academic Affairs will provide $1,000 for the honorarium. The department should pay the external reviewer’s hotel, airfare, and other expenses. Refer to ISP and PCard rules. The unit is responsible for preparing all payment documents and ensuring the check is mailed after the final report is received by the unit. The external reviewers have 30 working days after the visit to submit their report to the Vice Provost for Academic Affairs. Please let the reviewers know that an IRS 1099 form will be sent to them to document the payment.

2. Notify Gail who the contact person will be for the payments. Contact Mary Brady at mary.brady@unlv.edu or 702-895-1558 with any questions on the payment.

3. **ISP Exhibit A example text:** Dr. A will visit UNLV on May 1 - 2, 2015 to review the B.S. in Philosophy program. S/he will write a report with co-reviewer Dr. B and submit it within 30 days of the visit. (Adjust if it is a virtual visit or if there is only one reviewer, etc.)

4. **ISP Exhibit B example text:** Dr. A will be paid a $1,000.00 honorarium to perform this review. Airfare ($550) and lodging ($108) was paid by the department via PCard. The check will be ready by June 15, 2015. Please call Jane at x55555 for pick up. The Philosophy Dept. will be responsible for mailing the check to Dr. A.

**External reviewers are valued colleagues – please treat them as such!**

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Updated 5.2016
## Self-study
Chair completes program review self-study and involves faculty in the process.

Chair completes an executive summary no longer than 2 pages in the template provided. *Be sure to understand your Dean’s expectations regarding her/his review of the self-study.*  
By Nov. 30th

Chair sends completed program review self-study and executive summary to:
- the Faculty Senate and/or Graduate College Program Review Committee Chair
- Gail.
By Nov. 30th

## External Reviewers On Campus Visit and Report
Prior to the campus visit, Chair sends external reviewers:
- Completed self-study and executive summary
- Faculty and student survey recaps
- External reviewers’ packet, available from Gail
- Campus visit schedule.
Beginning of Spring semester

*Note:* The IAP website for users outside of UNLV is: [https://ir.unlv.edu/IAP/Reports/Content/At+UNLV+-+Student+Profiles.aspx](https://ir.unlv.edu/IAP/Reports/Content/At+UNLV+-+Student+Profiles.aspx). It is included in the External Reviewer’s packet.

External reviewers conduct their on-campus visit.  
Before March 31st

External reviewers **submit a joint report electronically** to the Office of the Vice Provost for Academic Affairs, [vpaa@unlv.edu](mailto:vpaa@unlv.edu) within 30 days of their visit.  
Within 30 working days of visit

When received, external review is sent by Gail to:
- Chair
- Faculty Senate and/or Graduate College Program Review Committee Chair.
Upon receipt of report

Chair has the option of writing response to the external review report.  
Within 30 working days of receipt of report

**Department ensures external reviewers are sent their check in a timely manner.**  
**External reviewers are valued colleagues – please treat them as such!**  
Upon receipt of report

Chair sends a thank you to each external reviewer.  
Within 30 days of receipt of external reviewers’ report

Chair submits response to external review (if desired) to:
- Dean
- Faculty Senate and/or Graduate College Program Review Committee Chair
- Gail.
Within 30 days of receipt of external review reviewers’ report

**Congratulations! The program review is complete!**