

# Faculty Senate Program Review Committee Member Responsibilities

1. When assigned a program review, call the program chair / director and introduce yourself and your role in the process.
  - a. Points to cover with the unit leader regarding your responsibilities:
    - When faculty and student surveys are completed, you will be summarizing them and electronically forwarding it to the unit leader and Office of the Vice Provost for Academic Affairs, Academic Affairs Analyst, Gail Griffin.
    - Ask the unit leader to electronically send you the self-study and the executive summary when they are complete.
    - Ask to be included in the external reviewers schedule when they are on campus.
    - Write a final summary report after the external reviewers' report is received.
2. Recapping the faculty and student surveys:
  - a. All faculty in the program being reviewed receive an electronic request to participate in a survey about the program.
  - b. Students are chosen by the program to participate in the survey. It may be all students with a major in a program, or it may be juniors and seniors only. The department makes the decision as to which group of students it may be most beneficial to survey.
  - c. Once faculty and student surveys are completed, a web link will be sent to you by the Office of the Vice Provost for Academic Affairs. The link will take you into the survey tool where the ratings and comments from respondents will be visible.
  - d. The recaps can begin with general comments on what the survey reflected. The questions on the survey are divided into groups, such as resources, quality, etc. Each group has questions specific to that topic. Please summarize the findings for that question.  
Here is an example of a question and the corresponding recap:  
**Is quality research rewarded by your department?**  
*Your recap:* A majority of 87.5% indicated that quality research was rewarded by the department.
  - e. The recaps of the faculty and student surveys are sent electronically to:
    - The program chair / director
    - Chair of the Faculty Senate Program Review Committee, Eva Stowers, [eva.stowers@unlv.edu](mailto:eva.stowers@unlv.edu)
    - Office of the Vice Provost for Academic Affairs, Academic Affairs Analyst, Gail Griffin, [gail.griffin@unlv.edu](mailto:gail.griffin@unlv.edu).
3. Writing the final summary report
  - a. The final summary report incorporates the self-study completed by the department, feedback from faculty and student surveys, the external reviewer's report and the department's response to the external review report. Please use the template for the Faculty Senate Program Review Final Report.
  - b. The summary report is sent *electronically* to:
    - The Faculty Senate Program Review Committee chair, Eva Stowers, [eva.stowers@unlv.edu](mailto:eva.stowers@unlv.edu).
    - Office of the Vice Provost for Academic Affairs, Academic Affairs Analyst, Gail Griffin, [gail.griffin@unlv.edu](mailto:gail.griffin@unlv.edu).
4. Contacts in the Office of the Vice Provost for Academic Affairs.  
Gail Griffin, 895-0482, [gail.griffin@unlv.edu](mailto:gail.griffin@unlv.edu)  
Kristene Fisher, 895-5182, [kristene.fisher@unlv.edu](mailto:kristene.fisher@unlv.edu)

If you have additional questions, please contact the Faculty Senate Program Review Chair, Eva Stowers, [eva.stowers@unlv.edu](mailto:eva.stowers@unlv.edu), 895-2136.