

FACULTY SENATE SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 23-A-XX

**Approved by the Faculty Senate
DATE**

BRIEF SUMMARY: This bill revises the Procedures section for “Academic Program Review Procedures” in Chapter 5 of the *Faculty Handbook*..

REVISING ACADEMIC PROGRAM REVIEW PROCEDURES

BE IT RESOLVED THAT: Subject to the passage and approval of this bill, the Procedures portion of “Academic Program Review” in Chapter 5 of the *Faculty Handbook* will be replaced by this bill.

Procedures *Faculty Senate bill 17-A-19 begins here.*

Determination of Program Review: There are three methods of program selection and initiation of review.

1. Cyclical reviews occur via a five-year cycle in which each program is given a particular year for review to occur.
2. Noncyclical reviews may be initiated by the ~~Provost~~provost based on the needs of academic affairs or by recommendation from the Academic Program Review Committee.
 - a) If the Academic Program Review Committee recommends that a program be reviewed in a year other than in the program’s regular cycle, the ~~Provost~~provost will review the committee’s recommendation and supporting materials ~~and to~~ determine whether to approve the noncyclical review.
 - b) The ~~Provost~~provost will announce, by the end of the semester prior to the semester in which the review will occur, the programs to undergo a noncyclical review and any variation from the standard review criteria and timeline.
3. An Extraordinary Program Review may be initiated by the ~~President~~president as described in the Policy Section for the Academic Program Review Committee.

Membership in the Academic Program Review Committee: The faculty of each department will nominate a tenured faculty member who will then stand for a college-wide election administered by the college dean. The names of the two faculty who garner the most votes from each college will be forwarded to the ~~Provost~~provost, who in consultation with the ~~President~~president will appoint one of them as committee member. Non-rotating members will include a representative from the Office of the Provost, the ~~Chair~~chair of the Faculty Senate, the ~~Chair-Elect~~chair-elect of the Faculty Senate, the moderator of the Chairperson’s Forum, ~~and the Dean~~dean of Graduate Studies, ~~and an additional college dean~~. The committee will be chaired by the representative of the Office of the Provost. Appointment terms will be staggered for continuity.

Election timeframe and term limits: Regular elections for an open position on the Academic Program Review Committee normally will take place in the first full week of April. Those faculty will serve a three-year term, with a maximum of two consecutive terms.

Regular (cyclical) Program Review

- ~~1. If a program submits to either an initial accreditation or reaffirmation of accreditation, the University will attempt to use materials from the accreditation procedure for the internal program review process. The program review process will vary depending on whether the program is classified as accredited or non-accredited. Guidelines to be used by each classification are provided on the Provost’s website: http://www.semo.edu/provost/faculty_info/form-downloads.html, and will be reevaluated at least every five years.~~
- ~~2.1.~~ Standard institutional data required for the self-study will be made available by the Office of Institutional Research by March 15 for reviews scheduled in the subsequent academic year.
- ~~3.2.~~ A department self-study, following guidelines provided on the Provost’s provost’s website, is due to the appropriate college dean no later than September 1 of the academic year when the review is scheduled.
- ~~4.—An external reviewer will be selected and used for non-accredited programs using the selection process, guidelines, and report format provided on the Provost’s website. Arrangements should be made so the external reviewer’s final report is submitted to the dean no later than October 1.~~
- ~~5.3.~~ Accredited programs will submit the most recent comprehensive report used for a successful initial accreditation or reaccreditation, including any subsequent findings and follow-up requirements.
- ~~6.4.~~ The college dean reviews the department’s self-study ~~along with the external reviewer’s report or~~ and the most recent accreditation report and submits these materials along with their analysis and recommendation to the Provost provost by November 15. The Provost provost will forward these materials to the Academic Program Review Committee.
- ~~7.5.~~ The Academic Program Review Committee conducts a detailed analysis of the self-study and all other documentation and submits a detailed report with analysis and recommendations to the Provost provost by March 1. Before submitting their final report, the Academic Program Review Committee will schedule a meeting with all department faculty to clarify and discuss any substantial issues of concern that may have been identified. Possible committee recommendations may include:
 - a. Maintaining the program,
 - b. Eliminating the program,
 - c. Eliminating the program but keeping the General Education and service courses,
 - d. Merging similar programs,
 - e. Partnering or collaborating with other institutions to offer the program,
 - f. Planning future programs, and/or
 - g. Activities or initiatives for the program to undertake, including possible submission of an updated self study or progress report within a stipulated time frame.
- ~~8.6.~~ The Provost provost reviews the self-study, dean’s recommendation, ~~external reviewer or~~ and accreditation report (if applicable), and the Academic Program Review Committee report, and provides a recommendation to the President president.
- ~~9.7.~~ If a program will be eliminated as a result of the program review process, the Faculty Senate, the University community as a whole, and the faculty in the program are informed

97 by the ~~Provost~~ provost about the decision by June 30. Policy and procedures related to
98 program elimination can be found in Chapter 5~~C~~ of the Faculty Handbook: ~~Process for in~~
99 the section titled “Academic Restructuring.”
100 <http://semo.edu/facultysenate/handbook/5c.html>
101 ~~10.8.~~ The ~~Provost~~ provost also informs affected students in the program being
102 ~~discontinues~~ discontinued. These students are advised of provisions made to continue
103 offering these courses for a limited period of time.

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105 *Approved by Faculty Senate 9/20/17, President Review 12/12/17, 15-Day Review 12/18/17*
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110 **PROCEDURES**

Action	Date
Introduced to Senate	2/22/2023
Second Senate Meeting	
Faculty Senate Vote	
President’s Review	
15 Day Review	
Posted to Faculty Handbook	

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