

**FACULTY SENATE                      SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-10**

**Approved by the Faculty Senate  
March 8, 2023**

**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://semo.edu/about/accreditation/provost/program-review.html>, and will be reevaluated at least every five years.~~
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.
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.~~
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](#).
4. The college dean reviews the department's self-study ~~along with~~ [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.
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 [consultation](#) meeting with ~~all department faculty~~ [the department chair](#) to clarify and discuss [any substantial](#) issues of concern [that may have been identified](#). Possible committee recommendations may include:
  - a. ~~Maintaining the program, Maintain/Enhance: The program is strong, and goals align with activities for continued growth, marketing strategies, recruiting and retention, curricular development, and overall stability. If applicable, recommendations for areas of enhancement will be made.~~
  - b. ~~Eliminating the program, Transform: Significant changes are required. Areas of concern may include low or decreased enrollment, lack of goals, confusion of options or degrees. Recommendations may include merging options within a degree or merging with similar programs, requiring a follow up with goals that specifically address areas for growth and align with curricular development, or clear recruitment and retention practices.~~
  - c. ~~Eliminating the program but keeping the General Education and service course, Eliminate: Program is no longer viable.~~
  - ~~d.— Merging similar programs,~~
  - ~~e.— Partnering or collaborating with other institutions to offer the program,~~
  - ~~f.— Planning future programs, and/or~~

- 97 ~~g.—Activities or initiatives for the program to undertake.~~  
98 2. The ~~Provost provost~~ reviews the self-study, dean’s recommendation, ~~external reviewer or~~  
99 ~~and~~ accreditation report ~~(if applicable)~~, and the Academic Program Review Committee  
100 report. ~~The provost may request a follow-up meeting with the college dean and~~  
101 ~~department in cases where the Academic Program Committee report indicates Transform~~  
102 ~~or Eliminate. The provost then and~~ provides a recommendation to the ~~President~~  
103 ~~president.~~  
104 3. If a program will be eliminated as a result of the program review process, the Faculty  
105 Senate, the University community as a whole, and the faculty in the program are informed  
106 by the ~~Provost provost~~ about the decision by June 30. ~~Procedures Policy and procedures~~  
107 related to program elimination can be found in Chapter 5~~C~~ of the Faculty Handbook:  
108 ~~Process for Academic Restructring in the section titled~~ “Academic Restructuring.”  
109 4. The ~~Provost provost~~ also informs affected students in the program being  
110 ~~discontinues discontinued~~. These students are advised of provisions made to continue  
111 offering these courses for a limited period of time.  
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113 *Approved by Faculty Senate 9/20/17, President Review 12/12/17, 15-Day Review 12/18/17*  
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118 **PROCEDURES**

Action	Date
Introduced to Senate	2/22/2023
Second Senate Meeting	3/8/2023
Faculty Senate Vote	3/8/2023
President’s Review	
15 Day Review	
Posted to Faculty Handbook	

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