1   **FACULTY SENATE   SOUTHEAST MISSOURI STATE UNIVERSITY**

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3   **FACULTY SENATE BILL 23-A-XX**

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5   **Approved by the Faculty Senate**
6   **DATE**

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

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12   **REVISING ACADEMIC PROGRAM REVIEW PROCEDURES**

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

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19 **Procedures** *Faculty Senate bill 17-A-19 begins here.*
20 **Determination of Program Review:** There are three methods of program selection and
21 initiation of review.
22   1. Cyclical reviews occur via a five-year cycle in which each program is given a particular
23   year for review to occur.
24   2. Noncyclical reviews may be initiated by the provost based on the needs of academic
25   affairs or by recommendation from the Academic Program Review Committee.
26   a) If the Academic Program Review Committee recommends that a program be
27   reviewed in a year other than in the program's regular cycle, the provost will review
28   the committee's recommendation and supporting materials to determine whether
29   to approve the noncyclical review.
30   b) The provost will announce, by the end of the semester prior to the semester in
31   which the review will occur, the programs to undergo a noncyclical review and any
32   variation from the standard review criteria and timeline.
33   3. An Extraordinary Program Review may be initiated by the president as described in the
34   Policy Section for the Academic Program Review Committee.

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36 **Membership in the Academic Program Review Committee:** The faculty of each
37 department will nominate a tenured faculty member who will then stand for a college-wide
38 election administered by the college dean. The names of the two faculty who garner the most
39 votes from each college will be forwarded to the provost, who in consultation with the
40 president will appoint one of them as committee member. Non-rotating members will include
41 a representative from the Office of the Provost, the chair of the Faculty Senate, the chair-elect
42 of the Faculty Senate, the moderator of the Chairperson's Forum, and the dean of Graduate
43 Studies. The committee will be chaired by the representative of the Office of the Provost.
44 Appointment terms will be staggered for continuity.

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46 **Election timeframe and term limits:** Regular elections for an open position on the
47 Academic Program Review Committee normally will take place in the first full week of April.
48 Those faculty will serve a three-year term, with a maximum of two consecutive terms.
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50 ## Regular (cyclical) Program Review
51 1. Standard institutional data required for the self-study will be made available by the Office
52   of Institutional Research by March 15 for reviews scheduled in the subsequent academic
53   year.
54 2. A department self-study, following guidelines provided on the provost's website, is due to
55   the appropriate college dean no later than September 1 of the academic year when the
56   review is scheduled.
57 3. Accredited programs will submit the most recent comprehensive report used for a
58   successful initial accreditation or reaccreditation, including any subsequent findings and
59   follow-up requirements.
60 4. The college dean reviews the department's self-study and the most recent accreditation
61   report and submits these materials along with their analysis and recommendation to the
62   provost by November 15. The provost will forward these materials to the Academic
63   Program Review Committee.
64 5. The Academic Program Review Committee conducts a detailed analysis of the self-study
65   and all other documentation and submits a detailed report with analysis and
66   recommendations to the provost by March 1. Before submitting their final report, the
67   Academic Program Review Committee will schedule a meeting with all department
68   faculty to clarify and discuss any substantial issues of concern that may have been
69   identified. Possible committee recommendations may include:
70   a. Maintaining the program,
71   b. Eliminating the program,
72   c. Eliminating the program but keeping the General Education and service courses,
73   d. Merging similar programs,
74   e. Partnering or collaborating with other institutions to offer the program,
75   f. Planning future programs, or
76   g. Activities or initiatives for the program to undertake, including possible
77   submission of an updated self study or progress report within a stipulated time
78   frame.
79 6. The provost reviews the self-study, dean's recommendation, and accreditation report (if
80   applicable), and the Academic Program Review Committee report, and provides a
81   recommendation to the president.
82 7. If a program will be eliminated as a result of the program review process, the Faculty
83   Senate, the University community as a whole, and the faculty in the program are informed
84   by the provost about the decision by June 30. Policy and procedures related to program
85   elimination can be found in Chapter 5of the Faculty Handbook in the section titled
86   "Academic Restructuring."
87 8. The provost also informs affected students in the program being discontinued. These
88   students are advised of provisions made to continue offering these courses for a limited
89   period of time.
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91 *Approved by Faculty Senate 9/20/17, President Review 12/12/17, 15-Day Review 12/18/17*
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96   **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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