

FACULTY SENATE

SOUTHEAST MISSOURI STATE UNIVERSITY

FACULTY SENATE BILL 17-A-19

Approved by the Faculty Senate
October 4, 2017

1 **BRIEF SUMMARY:** This bill revises and renames the procedures for the Faculty Advisory
2 Committee for Academic Program Review, and moves the amended procedures and its
3 companion policy to a new subsection of the faculty handbook.
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5 **REVISING PROCEDURES FOR “FACULTY ADVISORY COMMITTEE FOR**
6 **ACADEMIC PROGRAM REVIEW”**
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8 **BE IT RESOLVED THAT:** subject to the passage and approval of bills 17-A-8 and 17-A-9
9 revising the current content of Chapter 1, Section G-5 of the *Faculty Handbook*, both this bill
10 and its companion bill revising a corresponding “policy” section of the “Faculty Advisory
11 Committee for Academic Program Review” portion of Subsection 5Y will be amended by
12 replacing the existing policy content with the content below, and then moved to a new subsection
13 of the handbook: Chapter 1, Section G, Subsection 6.
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16 **Procedures**
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18 **Determination of Program Review:** There are three methods of program selection and
19 initiation of review.

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

33 **Membership on the Academic Program Review Committee:**

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

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

45 **Procedure for Regular (cyclical) Program Review**

- 46 1. If a program submits to either an initial accreditation or reaffirmation of accreditation, the
47 University will attempt to use materials from the accreditation procedure for the internal
48 program review process. The program review process will vary depending on whether the
49 program is classified as accredited or non-accredited. Guidelines to be used by each
50 classification are provided on the provost's website [insert hyperlink
51 http://www.semo.edu/provost/faculty_info/form-downloads.html], and will be
52 reevaluated at least every five years.
- 53 2. Standard institutional data required for the self-study will be made available by
54 Institutional Research by March 15 for reviews scheduled in the subsequent academic
55 year.
- 56 3. A department self-study, following guidelines provided on the provost's website, is due
57 to the appropriate college dean no later than September 1 of the academic year when the
58 review is scheduled.
- 59 4. An external reviewer will be selected and used for non-accredited programs using the
60 selection process, guidelines, and report format provided on the provost's website.
61 Arrangements should be made so the external reviewer's final report is submitted to the
62 dean no later than October 1.
- 63 5. Accredited programs will submit the most recent comprehensive report used for a
64 successful initial accreditation or reaccreditation.
- 65 6. The college dean reviews the department's self-study along with the external reviewer's
66 report or the most recent accreditation report, and submits these materials along with their
67 analysis and recommendation to the provost by November 15. The provost will forward
68 these materials to the Academic Program Review Committee.
- 69 7. The Academic Program Review Committee conducts a detailed analysis of the self-study
70 and all other documentation and submits a detailed report with analysis and
71 recommendations to the provost by March 1. Before submitting their final report, the

- 72 Academic Program Review Committee will schedule a meeting with all department
73 faculty to clarify and discuss issues of concern. Possible committee recommendations
74 may include:
- 75 a. maintaining the program,
 - 76 b. eliminating the program,
 - 77 c. eliminating the program but keeping the University Studies and service courses,
 - 78 d. merging similar programs,
 - 79 e. partnering or collaborating with other institutions to offer the program,
 - 80 f. planning future programs,
 - 81 g. activities or initiatives for the program to undertake.
- 82 8. The provost reviews the self-study, dean's recommendation, external reviewer or
83 accreditation report, and the Academic Program Review Committee report, and provides
84 a recommendation to the president.
- 85 9. If a program will be eliminated as a result of the program review process, the Faculty
86 Senate, the University community as a whole, and the faculty in the program are
87 informed by the provost about the decision by June 30. Procedures related to program
88 elimination can be found in Chapter 5C of the Faculty Handbook: Process for Academic
89 Restructuring. [Insert hyperlink: <http://www.semo.edu/facultysenate/handbook/5c.html>]
- 90 10. The provost also informs affected students in the program being discontinued. These
91 students are advised of provisions made to continue offering these courses for a limited
92 period of time.

93 *Approved by Faculty Senate Bill 11-A-3 March 23, 2011, Reviewed by President May 3, 2011,*
94 *15 Day Review March 29 - April 27, 2011*

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Action	Date
Introduced to Senate	9/20/2017
Second Senate Meeting	10/4/2017
Faculty Senate Vote	10/4/2017
President's Review	12/12/17
15 Day Review	12/20/17
Posted to Faculty Handbook	1/31/2018

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