



## University Policy Statement

### UPS 410.200

## PROGRAM PERFORMANCE REVIEW POLICY

### I. PRINCIPLES

- A. Program Performance Review (PPR) serves as a reflective assessment and provides a forward-looking evidence-based planning tool. Each academic program shall submit a PPR every seven years.
- B. PPR shall be submitted every seventh year by all academic programs (all degree programs, including joint degree programs, and the General Education program).
- C. PPR examines the total operation of academic units, including any participation in joint degree programs. When a degree program is university-wide or involves more than one college, each participating academic unit shall participate in the review.
- D. The review process shall be interactive between the faculty, the program chair (or head of the academic unit), and the respective dean.

### II. PROCEDURES FOR PROGRAM PERFORMANCE REVIEW

#### A. Initiating the PPR

1. The PPR process shall be initiated by the Dean. Each dean, in consultation with each program chair (or head of the academic unit) and any academic unit review committee, shall designate a team consisting of internal and external reviewers. Internal reviewers are defined as faculty from within the university but outside the department. External reviewers are defined as any faculty or individuals with commensurate disciplinary experience from outside the university. Reviewers shall be selected based on their qualifications and ability to objectively and credibly participate in the review process.
2. Each dean shall call a general orientation meeting of all chairs (or heads of the academic unit) of academic units undergoing review to present the procedures and deadlines for the review process.
3. The topics to be included in the report shall be communicated to the academic unit under review by the Office of the Provost and Vice President for Academic Affairs.

## B. Preparation of the Report

1. The academic unit under review shall prepare a self-study following the current Guidelines and Procedures provided by the Office of the Provost and Vice President for Academic Affairs.
2. Statistical data for inclusion in the self-study shall be provided to the academic unit by the University and CSU.
3. The team of internal and external reviewers with reference to the Guidelines and Procedures provided by the Office of the Provost and Vice President for Academic Affairs reviews the self-study, evaluates the academic unit, and prepares a report. This report is submitted to the Chair (or Head of the academic unit), the respective dean, and the Provost and Vice President for Academic Affairs.
4. The Chair (or Head of the academic unit), in consultation with relevant academic unit review committee(s) and with faculty, shall provide a written response to the report of the team of internal and external reviewers.

## C. Review of the Report

1. The Dean (and any other reviewers) shall read the report and write recommendations for the academic unit. The Dean shall meet with the Chair (or Head of the academic unit) to discuss the recommendations.
2. The Dean shall write a summary of the major findings and recommendations and send it to the office of the Provost and Vice President for Academic Affairs and the Chair (or Head of the academic unit), attaching the self-study, the report of the internal and external reviewers, and the Chair's (or Head of the academic unit's) response.
3. The Provost and Vice President for Academic Affairs convenes a culmination meeting consisting of the respective dean, the Chair (or Head of the academic unit), the faculty of the program, and the Associate Vice President for Institutional Effectiveness.
4. The Provost and Vice President for Academic Affairs or designee sends follow-up comments in the form of a culmination meeting memo to the Chair (or Head of the academic unit), copying the respective dean.
5. Recommendations should consider resource availability when recommendations require additional resource support. Educational quality is a function of the number and quality of faculty resources.

### III. SUBSTITUTION OF AN ACCREDITATION REPORT

- A. Any currently accredited academic unit subject to PPR may request, with the approval of the Dean, to substitute an accreditation report for a PPR.
- B. The Provost and Vice President for Academic Affairs (or designee) may accept an accrediting report in lieu of a PPR if the accreditation materials sufficiently address the University PPR requirement.
- C. If only one degree, for example the bachelor's, is accredited in an academic unit that offers several programs or degrees, the academic unit must submit a PPR for the non-accredited programs or degrees.
- D. The Provost and Vice President for Academic Affairs (or designee), in agreeing to accept an accreditation report in lieu of a review, may require that certain questions unique to the PPR be answered and submitted with the accreditation report. For example, the campus may require that reports include sections on educational effectiveness.
- E. If accreditation is granted for more than seven years, the interval may not exceed the Chancellor's Office standards, which are currently 10 years.
- F. The accreditation report shall be reviewed per II. C. above.

Source: Curriculum Committee

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