



## **AC-A-03.V01: ACADEMIC PROGRAM REVIEW POLICY**





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**Date Endorsed by the Provost: 6 April 2017**

**Date Endorsed by the President: 20 April 2017**

**Date Approved by the BOT: 8 May 2017**

**Effective Date: 8 May 2017**

**Last Updated:**

### 1. PURPOSE

The purpose of this policy is to establish guidelines for reviewing academic programs.

### 2. POLICY DESCRIPTION

Periodic program reviews help ensure a number of important requirements, such as the continuing quality of a program; identification of areas that need strengthening; ensuring currency with international standards; and providing a strategy for improvement based on well-reasoned, forward-looking collegial involvement. This policy outlines the guidelines established by HBKU for program review for the purpose of continuous improvement.

#### 2.1 DEFINITIONS

- **Internal Review:** A periodic review that is conducted on a six-seven-year cycle for each of the academic programs offered at HBKU. The review is conducted by a group of faculty members from HBKU and is based on a self-study report prepared by the program. A visit to the program may be warranted in special cases.
- **External Review:** A comprehensive periodic review that is conducted on a six-seven-year cycle for each of the academic programs offered at HBKU. The review is conducted by a group of external evaluators and is based on a self-study report prepared by the program and a visit to the program being reviewed.

#### 2.2 POLICY STATEMENTS

1. HBKU programs shall have periodic internal and external quality enhancement reviews. Both the internal review and external review shall occur on a four- to five-year cycle.
2. Both the internal and external review processes are founded on detailed self-examination. Each program prepares a self-study report that addresses a number of inquiries that include indicators of quality of the program based on qualitative and quantitative metrics for the faculty scholarly recognition, research significance and scholarly productivity, currency of the curriculum, quality of students admitted and quality of admission standards.
3. The internal review should occur prior to the external review preferably. The internal review shall commence in the middle (third or fourth year) of the external review cycle. The internal review shall be conducted by a committee of peers. The Provost appoints the committee. The review process is intended to serve as a tool to ensure continuous quality enhancement of the academic standards of HBKU programs.
4. The external review shall be conducted by external peers and shall be comprehensive and evidence-based to warrant major changes in a program. The Office of the Provost shall prepare and review guidelines and anticipated outcomes from the external review.
5. All programs must prepare for the review according to the time established in the review calendar, which will be established by the Office of the Provost. Deviation from the specific





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review date may be granted by the Provost. However, all programs shall be reviewed within the seven-year cycle.

6. The Provost may recommend more frequent reviews, if deemed necessary.
7. Programs that are subject to accreditation should schedule their periodic review with a similar time frame as the accreditation review to avoid duplication. A Dean may request a waiver for the external review for recently accredited programs.
8. Programs that are offered at multiple levels shall have one comprehensive review for all levels. The College's Dean may request a joint review for related programs.
9. Upon the completion of the review process, the program shall submit a detailed continuous enhancement plan that addresses the review findings. The plan should include improvement strategies, an action plan, and specific milestones to evaluate the progress. The improvement plan should clearly identify resources needed to implement the improvement strategies.
10. The Office of the Provost shall coordinate the logistics for the internal and external reviews.

### 3. RESPONSIBILITY/SOURCE/AUTHORITY

This policy and accompanying procedures were developed by the Office of the Provost, reviewed and endorsed by the University Academic Programs and Studies Committee and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate college committees and deans.

#### 3.1 COMMUNITY SHOULD KNOW THIS POLICY

President, Provost, Vice Presidents, Deans, Program Coordinators, Directors, Faculty, Students

### 4. UPDATES

SUMMARY OF CHANGES		
Date	Section	Change

### 5. ACCOMPANYING PROCEDURE

The Quality Enhancement Review process ensures that the University is maintaining rigorous academic standards for its programs through a streamlined, continuous improvement process. The review process procedure involves:

#### 1. Review Initiation

- The Provost's Office will establish a schedule for internal and external reviews for all programs at the University. The schedule shall include the details associated with internal and external review, including but not limited to
  - Programs scheduled for internal/external review
  - Self-study report submission date
  - Date for program visit
  - Date for developing quality enhancement plan
  - The Provost's Office will notify the Deans of the scheduled programs to commence an internal or external review one academic year ahead of schedule.
  - A program may select to change the internal or external review date. The Dean should communicate the request to the Provost along with an alternative date. In no case will a program be allowed to skip a review beyond what is articulated in the policy.





- The Program Coordinator or the Dean shall appoint a committee to develop the self-study report

**2. Self-Study Report**

- The appointed committee shall prepare a self-study report for the program using the template.
- The committee discusses the report with the program faculty, Program Coordinator and the Dean ahead of submission.
- The Dean submits the self-study report to the Provost's Office along with a summary report addressing the issues and recommendations to be addressed during the internal/external review.

**3. Internal/External Review**

- The Provost (in consultation with the Dean) decides on the reviewer(s).
- The Office of the Provost shall make arrangements for the reviewers and communicates any additional documents, as needed.
- For internal review, the reviewer will submit a report based on the self-study report. A program visit may be warranted based on reviewer(s) request.
- A visit will be scheduled for external reviewer(s). The Provost's Office will compose a team of reviewers to visit a collection of related programs. A team chair will be selected who will communicate all documents submitted by the Provost's Office to the remaining team members.
- Upon completing the visit, the reviewer(s) will meet with the Provost, the Dean and Program Coordinator and deliver a preliminary exit report.
- The reviewer(s) will submit a detailed written report for each program, along with a summary from the team chair, within two weeks following the visit.

**4. Quality Enhancement Plan**

- Following the review, program faculty will develop a quality enhancement plan (QEP) in accordance with the template provided in this Policy.
- The Dean submits the QEP to the Provost along with a summary of his/her recommendation addressing the issues addressed by the QEP.
- The Provost meets with the Dean and agrees on the required resources.

**6. Additional Documents**

