

Academic Program Review

Internal Review Committee (IRC)

Reviewer Guidance for the Visit and IRC Report

University of Oregon

Academic Program Review at the University of Oregon

Redesigned in 2022, program review at the University of Oregon is one part of the ongoing [program assessment process](#), which includes both annual assessment and decennial program review. Program review is a moment for the unit to examine its strengths and weaknesses, identify challenges and opportunities, and assess its academic and strategic goals with an eye towards improvement. The unit's reflection and strategic goal setting should be driven by analysis of relevant data sets and in alignment with the university's priorities. The redesigned program review process and the new self-study template reflect the university's commitment to student learning and achievement, with a particular emphasis on addressing equity gaps where they exist.

In all, the purpose of program review is to gain a broader perspective regarding a program's profile, including:

- mission, goals, and objectives
- quality and breadth of instruction, research and creative practice, and service
- student success and academic excellence
- role within the academic field, university, and wider communities

Role of Internal Reviewers

Internal reviewers play a pivotal role in the academic program review process. As UO faculty from academic units that are similarly structured they bring relevant experience and perspectives. Being internal to the institution but external to the unit allows reviewers to offer an unencumbered evaluation of the unit within the campus context.

The University of Oregon is especially interested in internal review committees (IRC) perspectives and insights on the main elements of the self-study:

- Undergraduate and graduate student success
- Teaching support and excellence
- Research, scholarship and creative activity
- Service

This document provides guidance for the visit and the IRC report, and is structured around what happens before, during and after the review.

Prior to the Review

Once the internal review committee (IRC) is established, members will begin receiving communications from UO staff to schedule the review. A typical review occurs between January and June is two full days with meetings with unit leadership, faculty, staff, students and university leadership.

Prior to the review, we ask that the IRC select a chair or lead that will shepherd the review, coordinate the writing of the report and serve as the primary contact with the unit liaison and OtP.

At least 4 weeks before the visit, IRC members will be provided materials needed to complete the IRC visit and report. Materials will include the unit's self-study report.

During the Visit

Meetings are the internal review committee's (IRC's) opportunity to hear relevant university and unit context directly from university and unit leadership, as well as their wishes for the review. In addition, hearing from faculty, staff and students can provide important, candid information to further inform the IRC's analysis of the unit.

The academic unit will create and provide a meeting schedule and will coordinate with the IRC on details. At minimum, the following meetings are to be scheduled:

- Kickoff meeting with representatives from the Office of the Provost and associate or divisional dean
- Meeting with academic unit leadership
- At least two opportunities to meet with unit faculty
- Separate meetings with undergraduate and graduate students
- Meeting with staff
- Exit meeting with unit leadership
- Exit meeting with Office of the Provost

During initial meetings, internal reviewers should work with school and college leadership to understand focus areas of interest. Meetings with faculty, students and staff should not include unit leadership.

After the Meetings

Within four weeks of the conclusion of the meetings, the internal reviewers are asked to provide a written assessment and set of recommendations for the unit to improve and to either develop or achieve its strategic goals. The report draws from the self-study materials provided by the unit, as well as information gained from meetings with unit members and various stakeholders on campus. The next section provides guidance to the review team in preparing their report.

Internal Reviewer Report

The internal reviewer report should be a succinct evaluative document of about 6-10 pages. The university is especially interested in reviewer perspectives on the main elements of the self-study (undergraduate and graduate student success; teaching support and excellence; research, scholarship and creative practice; and service). Internal reviewers should include school and college leadership's focus areas of interest in the report.

Although there is not a prescribed format, the report should include the following:

1. Executive summary of the report.
2. An overall assessment of the unit and discussion of the findings.
3. Response to key issues raised in the self-study or questions raised in site visit meetings.
4. School/college leadership requested areas of focus.
5. Recommendations to maintain or improve the unit's standing or performance over the next 3-5 years.
6. Summary list of the recommendations at the end of the report.

The main body of the report can be organized in whatever manner is most suitable for the unit and its issues. Some reviewer reports discuss issues and conclusions with recommendations in the body, while others only discuss issues and save recommendations for the end. *While either style is appropriate, all recommendations should be summarized at the end, even if they are given in the*

body of the report. These should ideally engage the key issues raised by department, where applicable.

Reviewers are encouraged to be as candid as possible in their report to encourage critical reflection and self-evaluation. The report is shared with the unit, school/college leadership, and university leadership, and unit faculty and staff.

Confidential Addendum

In exceptional circumstances, reviewers have the option to add a confidential addendum. This addition is appropriate for any highly sensitive information or recommendations, particularly when relating to specific individuals. The addendum should identify who should see it (e.g., unit head, Dean, and/or central administration). The Office of the Provost can advise on the best way to incorporate such an addendum.

Recommendations

Action-oriented and measurable recommendations are most helpful and appreciated. It is reasonable to make recommendations to university leadership or other people outside the unit but the audience in most cases should be the unit under review. The internal review committee should assume that the university and the school/college are generally aware of the financial state of the unit and are engaged in ongoing discussions about resources. As such, it is most helpful if the recommendations are focused on what can be done given the current state of resources.

Submission

The report should be submitted electronically (in Word format) to the unit liaison and the provost's office (uoprogramreview@uoregon.edu) within four weeks of the conclusion of the campus visit. The report is the responsibility of the internal review committee, and while we ask for a chair or lead of the review team, the expectation is that all reviewers will participate equally in writing the report and recommendations.

Questions

Any questions about the process can be directed to the unit liaison or the OtP uoprogramreview@uoregon.edu

