

**Commonwealth University
Five-Year Program Review
All Programs and Units**

PROCESS AND TIMELINE

in accordance with the

[BOG Policy 1986-04-A: Program Review](#)

and

[Procedure/Standard Number 2024-58: Review of Academic Programs and Programs in Support of the Student Experience](#)

Timeline	Action
PLAN	
By May (academic/fiscal year preceding the program review date)	<p>OIE</p> <ul style="list-style-type: none"> • Notifies all programs/units and their respective leadership (e.g., vice president, AVP, dean, associate dean, chair, etc.) about conducting a five-year program review according to the program review schedule by March of the year preceding the program review • Directs all programs/units to where they can locate materials • Conducts an orientation for all assessment coordinators and points of contact prior to the end of the academic year/fiscal year <p>PROGRAM OR UNIT</p> <ul style="list-style-type: none"> • Attends orientation before the end of the academic year/fiscal year that precedes the program review due date
DO	
May -January	<p>OIE</p> <ul style="list-style-type: none"> • Sends reminders and conducts follow-up • Provides mentoring as needed • Assists as appropriate with assessments and data requests <p>PROGRAM OR UNIT</p> <ul style="list-style-type: none"> • Assembles the program review team and assigns roles and workload to team members • Collects data, conducts analysis, develops recommendations, and completes report template* which includes flexibility to accommodate standards and criteria from external entities (e.g., disciplinary or accreditation standards, Council for the Advancement of Standards in Higher Education (CAS), or other professional standards). <i>Note: the program review should be about 5,000 words/approximately 10 single-spaced pages, not including appendices</i> • Vets report with key stakeholders within the program or unit • Considers if an external reviewer is needed (per the PASSHE policy and in consultation with your VP/dean) and proceeds accordingly to select a reviewer with VP/dean approval
February – March	<p>PROGRAM OR UNIT</p> <ul style="list-style-type: none"> • Submits report to appropriate VP/Dean and OIE by February 1 and makes any requested modifications by March 1 • Secures the reviewer (if needed and as approved by VP/dean), completes contracting paperwork, organizes the visit, provides report and appropriate supporting documentation to the reviewer, and hosts visit by March 31 <p>VP/DEAN AND OIE</p> <ul style="list-style-type: none"> • Reviews and approves the draft document for submission, including any requested modifications by March 1; accredited programs will submit documentation according to their site visit schedule

EVALUATE**May – August
15****PROGRAM OR UNIT**

- Receives external program reviewer report within 2-3 weeks following the visit and shares with VP/Dean and OIE by April 15
- Meets with VP/Dean and OIE to review findings, discuss action steps, consider resource allocation, etc. by May 1 for academic programs and June 15 for administrative units
- Uses all feedback to finalize report, completes PASSHE Program Review Executive Summary (one-page) with signatures, and submits both the final report and executive summary to OIE by July 15. Department chairs hold the responsibility to finalize and submit the summary form with signatures. Programs undergoing accreditation need only submit the executive summary with signatures by July 15.

OIE

- Schedules/holds a meeting May 1 for academic programs and June 15 for administrative units with program/unit leaders, VP/Dean, and OIE to review findings, discuss action steps, resource allocation, etc.
- Provides summary report with a rubric score to the program unit
- Archives all documentation*
- Submits the list of programs reviewed and executive summaries that were completed and signed by the appropriate vice president to Academic and Student Affairs in the Office of the Chancellor by August 15

*CU will explore the use of Nuventive Solutions Premier to house the Program Review Process, Template, and Documentation