

ACADEMIC PROGRAM REVIEW TIMETABLE (Revised January 2017)

General Requirements & Notes:

Different deans may want to institute somewhat different procedures for conducting academic program reviews. However, in all cases a Self-Study responsive to the University's [Academic Program Review Guidelines](#) must be prepared by the department or program, and the department/program must be evaluated by GW colleagues external to that department. Those programs that must meet external accreditation requirements on a regular basis may make arrangements to overlap both review cycles and to substitute material required for the professional accreditation to meet the relevant APR requirements. However, all elements of the APR must be covered, regardless of whether or not it is required for professional accreditation. Contact the Associate Provost for Academic Planning and Assessment for additional information.

Please note that the Doctoral Program Review Criteria have been revised and have been incorporated into the APR Guidelines. Departments with doctoral programs need to include only the information requested in the APR Guidelines.

Once the self-study is completed, the Dean appoints an external committee of at least 2-3 reviewers external to the University. They are commissioned to review the Self-Study and perform a site visit. During this visit, they will talk to or meet with relevant individuals inside and outside the department/program, including faculty, students, and staff, and subsequently will file an independent report called the External Report. To facilitate the formation of the external review team, the department typically provides the names of at least six suggested reviewers to the Associate Dean, who then decides on the final composition of the committee. At least one reviewer should come from an aspirational peer institution; a diversity of perspectives will be sought.

After the External Report has been submitted, and the department has had a chance to respond to it in writing, an Internal Review Committee (IRC) is formed. This IRC reads the Self-Study, the External Report, and any comments from the department. They then raise questions with the department, and ideally meet with selected faculty, students, staff, and other relevant individuals as appropriate. A written report, known as the GW Internal Report, is then written and first submitted to the department chair to enable the correction of any factual inaccuracies, and then to the Associate Dean.

Upon consideration and review of all the available materials, and consultation as required in the individual college procedures, the Dean composes his/her own assessment of the department/program, and submits that information to the Provost.

Columbian College Timeline for Academic Progress Reviews:

First Eight Months

- **Preparation of Self-Study:** Organization of Self-Study, compilation of data, drafting of sections of the report. *(GW has leased a data management software, TaskStream, to assist with the storing, managing, and archiving of APR documents and report and the yearly program assessment update. More information about [TaskStream](https://assessment.gwu.edu/taskstream) can be found at <https://assessment.gwu.edu/taskstream>. Please note that support in the preparation of the report is available from the Associate Provost for Academic Planning and Assessment. Assistance, Cheryl Beil, cbeil@gwu.edu; and training in TaskStream is available by contacting Alex Feldman, alexmf@gwu.edu.)*
- **Analysis of Data:** Strategic planning, and completion and submission of Self-Study.
- **Departments make recommendations for external review team.**
- **Self-Study submission:** The completed Self-Study is submitted to the Associate Dean for Assessment and Academic Support.

Next Six Months

- **External Review:** A team of 2-3 academic reviewers external to the University is commissioned by the Dean. In the typical case, they read the Self-Study; meet with as many as feasible of the following: dean, chair/director, faculty, students, staff, Associate Provost for Academic Planning and Assessment. Typically, the reviewers are on campus for at least 2 days. A written report, known as the External Report, is completed by the team, and sent to the Associate Dean.
- **Department Response:** The department/program has an opportunity to respond to the External Report in writing.
- **Dean appoints and charges a GW IRC:** This committee consists of two colleagues from GW but external to the department, including one representative from the Dean's Council. The IRC reviews the Self-Study, the External Report, and any department response; meets with faculty, students, and staff; and then produces a written report, known as the Internal Report.
- **Department Response:** The department/program has an opportunity to respond to the Internal Report in writing.
- **Dean's Council Review:** The Self-Study, External and Internal Reports, and Departmental responses are presented to the Dean's Council for discussion.
- **Dean's Response:** After internal discussions, the Dean submits a memo summarizing his or her own assessment and recommendations to the Provost.

Final Four Months

- **Review by the AP-APA:** The Associate Provost for Academic Planning and Assessment reviews the entire portfolio and prepares questions for the Provost.
- **Meeting with the Provost:** The Provost, Deputy Provost, Associate Provost, Dean, Associate Dean, Chair of the department/program, and a faculty member selected by chair (if desired) meet to discuss self-study findings and recommendations.
- **Final Memo from the Provost:** The Provost writes a summary memo to the Chair and Dean and brings the review to a close.

Thereafter

- If requested, a progress report is submitted two years after the conclusion of the review.

The next academic program review is scheduled for 5 years after the conclusion of the review.