University of Montevallo Program Review Process

Goals:

The Program Review process allows an opportunity for faculty delivering degree programs that are not separately accredited to examine the effectiveness of the program over an extended period of time. Drawing from annual unit plans and consulting with an external reviewer, faculty will be able to chart progress on program goals, evaluate strengths, and develop a plan for implementing improvements.

Support for Including the Program in the Curriculum	*	Discuss the mission/purpose of the program and the connection to department, college, and university mission and goals. Also, describe the historical development of your program at UM.
	*	Provide the curriculum "check sheet" for the program, and develop a brief narrative describing any completion requirements that are specific to your program.
Indicators of Program Quality	*	Provide and discuss program Student Learning Outcomes, assessment results, and improvements that have been made to the program through the institutional effectiveness process.
	*	Provide and discuss other significant program assessment results (e.g., grade distribution data, NSSE results, major field tests, etc.) and improvements made as a result of this analysis.
	*	Provide a narrative that addresses the adequacy of full-time faculty to support program quality and integrity. Also, discuss the degree to which the program utilizes and is able to secure adjunct faculty.
	*	Describe student support services and activities that are administered by the program/department.
	*	Summarize special recognitions received by the program and/or faculty, and provide an overview of scholarly productivity by faculty teaching in the program.
	*	Discuss the distribution of advisees among program faculty and the effectiveness of academic advising.
	*	Discuss the extent to which high impact practices are incorporated into the program (e.g., service learning, undergraduate research, internships, capstone courses, etc).
Program Data	*	Review and share observations regarding enrollment data and trends related to such aspects as student-faculty ratio, retention rates, and degrees awarded.
	*	Review demographic data related to students in your program and provide observations or implications with regard to that student population.
	*	Discuss recent curricular review activities and outcomes.
	*	Discuss revenue streams (e.g., grants, alumni support, and foundation sources) other than direct operational support for the program.
	*	Describe graduate school and employment prospects and trends (e.g., alumni follow-up/satisfaction and graduate school acceptance rates) as they relate to your program.
	*	Analyze credit hour production data for your program.
	*	Discuss the adequacy of library and other learning resources for your program.
	*	Provide a discussion of minors and concentrations associated with your program (enrollment, completion counts, etc.).
	*	Describe the adequacy of the following (as applicable) for the success of your program: 1) Facilities, 2) Supplies/Equipment, 3)Personnel , 4) External Funding, 5) Technology Resources
Indicators that the Program Advances the Institution	*	Note significant relationships with external entities (community or state organizations, human services agencies, etc).
	*	Describe the extent to which your program supports other programs on campus (e.g., the general education program, QEP, other majors, or ad hoc academic projects).
Conclusion	*	Describe the greatest areas of strength for the program.
	*	Describe the areas that are in need of improvement and the department's plan to address these areas.

Notes on the Process
• The program review process will include the following steps: 1. A self-study will be conducted by the program faculty, academic program coordinator*, and department chair. The self-study report will cover the topics outlined above. 2. The self-study report will be reviewed by the college dean prior to submission to the external reviewer and shared with the provost prior to the external reviewer's campus visit. 3. The external reviewer will spend a day on campus looking at facilities and meeting with department faculty, the dean, and the provost. The external reviewer will share observations and recommendations in a formal report. 4. The program faculty, the academic program coordinator, and the chair will respond to the external reviewer's report. The written response should discuss the recommendations from the external reviewer that were most helpful and insightful as well as actions the program plans to take. 5. The self-study, external reviewer report, and program response will be submitted to the dean for review and response. 6. The Dean and the Provost will meet with program faculty to discuss the program review. 7. A summary of the review will be shared with Deans' Council, the President and the Executive Cabinet.
• Programs with specialized accreditations will follow guidelines of the accrediting agency with regard to substance and timeline of program review. All other programs will follow the process and schedule outlined above. Only majors, not minors or concentrations, will undergo program review.
• Program review will be conducted every seven years for programs that are not separately accredited. Program review may be triggered outside the cycle by such factors as funding/budgeting changes, significant enrollment changes, faculty resources, etc. Program review will be conducted for new programs after five years.

***For some programs, the department chair serves as program coordinator**

Review Cycle
2024-2025 English MA Data Analytics Major Library
2025-2026 Psychology Major
2026-2027 English Major Foreign Language Major Mass Communication Major Social Science
2027-2028 Biology Major Chemistry Major Mathematics Major M.Ed. applied instruction
2028-2029 Communication Studies Major Environmental Studies Major History Major
2029-2030 Political Science Major Sociology Major
2030-2031

*** The next cycle of program reviews will begin in 2031-2032**

Suggested Review Calendar for 2026-2027
January-April • Academic Program Coordinator, Chair, and Dean (and program faculty, if requested) meet with VPAA to initiate the self-study process. • Software training sessions scheduled • Coordination with Library Director regarding analysis of library resources for the program.
May-December • Academic Program Coordinator and Chair lead the program faculty's engagement with the self-study, completing the process by the end of Fall 2026 term. Typically the lead author will receive a summer stipend equivalent of one course to begin working with faculty to answer and begin writing the outlined questions. • Academic Program Coordinator and Chair, in consultation with the Provost, select and issue a contract to an external reviewer (on- or off-campus) by the last day of fall classes (sample letter of invitation is attached and required service agreement linked). The external reviewer will receive reimbursement for travel expenses and an honorarium of $750 to conduct a one-day on-campus visit and provide a written program review report.
February-March • External Reviewer visits campus and issues report to the department by mid-March.
April • Program faculty, Academic Program Coordinator, and Chair respond to the External Reviewer Report and send copies of the response to the Dean and the Provost.
April-May • Provost shares a summary of the program review with Deans' Council, the President and the Executive Cabinet.

UNIVERSITY of MONTEVALLO

Department of _____

Station _____
Montevallo, AL 35115
T. 205.665.____
F. 205.665.____

_(Date)____

Reviewer's name
Address
Address
City, State ZIP

Dear _____,

The University of Montevallo requires a periodic comprehensive program review of all academic programs. Although all programs at the University of Montevallo are fully-accredited by the Southern Association of Colleges and Schools (SACSCOC), departments that do not have recognized program-specific outside accrediting agencies for their majors must be reviewed every seven years. Our _____ program is scheduled for program review during this academic year. The program is preparing a self-study and will be ready for an external reviewer to visit during the spring semester. We would like to invite you to participate as the external reviewer for this process.

The responsibilities of the external reviewer include reading the self-study report (access provided online) prior to the campus visit, visiting with various members of the University community during the visit, and preparing a final written report no later than _____. The report is shared with college and department academic leadership, program faculty, and administration. We consider program review a critical component of college- and University-level planning.

Your consultation will influence the future directions of the program. We ask that you consider carefully the evidence of program quality, student learning, and service to stakeholders as is consistent with our institutional mission, the University strategic plan, and program mission. Please focus on the following types of questions, as you review the self-study, visit the campus, and prepare the report:

- Are there external trends or conditions (academic, research, services) that present opportunities or threats to the unit's ability to achieve its vision, mission, goals, and objectives?
- Is the unit prepared to meet the emerging needs of the field? Is the curriculum preparing the graduates to meet the emerging needs of the field?
- Does the unit provide sufficient assessment evidence of student learning? Are the assessment plan and the assessment measures appropriate?
- From your perspective, is the unit's infrastructure (human, physical, and financial) sufficient to achieve its vision, mission, and goals?
- What are your specific recommendations relevant to the program under consideration?

The University of Montevallo offers a $750 honorarium, in addition to travel, lodging, and the cost of any meals not hosted by the University. The department will assist you with travel arrangements. The honorarium and per diem expenses will be paid upon receipt of the external reviewer's report.

I hope you will be able to serve as an external reviewer for our program and will be available during the above-mentioned time frame. Please reply to me by mail, phone (205-665-_____), or email (Chair's email address), and I will work with you to arrange visit dates and a schedule.

Sincerely,

_____
Chair
Department of _____

c: Dr. Courtney C. Bentley, Provost and Executive VPAA
_____, Dean