

R411-1. Purpose: To provide policy and procedures for the review of existing programs in the Utah System of Higher Education (USHE). The primary purpose for conducting institutional program reviews is to improve the quality of education.

R411-2. References:

2.1. Utah Code §53B-16-102, Changes in Curriculum

2.2. Policy and Procedures R220, Delegation of Responsibilities to the President and Board of Trustees

2.3. Policy and Procedures R401, Approval of New Programs, Program Changes, Discontinued Programs, and Program Reports

R411-3. Responsibility: The chief responsibility for reviewing existing programs is assigned to institutional faculty and administrators, and to institutional Boards of Trustees with accompanying Board of Regents' (Regents) oversight. Program review is accomplished through the combined efforts of presidents, vice presidents, provosts, deans, department chairs, and individual faculty so that meaningful change can occur.

R411-4. Review Procedure: Program reviews will be evaluated first by the institutional board of trustees, and then forwarded to the Commissioner of Higher Education and Commissioner's Academic Affairs staff for review by the Regents as an Information Item.

4.1. Submissions: Institutional Chief Academic Officers (CAOs) shall provide summaries of complete program reviews to the Commissioner's Academic Affairs staff. The summaries should include the reviewers, a program description, faculty and staff data, five year enrollment data, a five year financial analysis, program assessment, and the institution's response. See 0 for the template.

4.2. Evaluations: Program review summaries will be evaluated by the Commissioner's staff who may ask for further information. The staff will prepare program reviews as information items for the Regents' agendas.

4.3. Other Information: In addition to the completed program review template, institutional CAOs shall provide to the Commissioner's Academic Affairs staff copies of regional and specialized accreditation reports, including focused and interim reports, and other reports as requested.

R411-5. Review Schedule: To ensure a thoughtful and careful examination of each program in the USHE, the following review schedule should be followed as closely as possible. It is recommended that the timing of these reviews should be coordinated with regional and/or specialized accreditation review schedules whenever possible to avoid duplication of effort and/or expense.

5.1. Doctoral Granting and Master's Universities: All programs will be reviewed once every seven years.

5.2. All Other Institutions: All programs will be reviewed once every five years.

¹ Approved July 15, 1980; amended September 13, 1983, March 20, 1984, April 11, 1986, November 17, 1989, July 27, 1990, May 29, 1998, October 27, 2005, March 24, 2009, and September 16, 2011.

R411-6. Review Committees: Program reviews will be conducted in accordance with procedures developed by each institution consistent with its respective faculty governance system. Departments whose programs are under review shall prepare detailed written materials for review committees based on system and institutional criteria. Review committees for each program should be established that include the minimum of one external consultant, one internal consultant (not affiliated with the program). Additionally, Program Advisory Committee members may be used.

R411-7. Program Review Template: The template specifies the information to be supplied and provides the format to be used when submitting the review for the Regents.

7.1. General Formatting for Submissions.

7.1.1. All submissions must be written in a formal style, using third person.

7.1.2. All submissions must be sent to the Commissioner’s Academic Affairs staff as an electronic document in Microsoft Word format.

7.1.3. All submissions must use Arial Narrow 12-point font, single-spaced. Remove italics when using templates.

7.1.4. All submissions must have 1” margins.

7.2. Template. Information provided should be concise and cover the last five academic years.

**Five- or Seven-Year Program Review
Higher Education Institution
Program
MM/DD/YEAR**

Reviewers: *(Add bullets as needed. Remove italics when using template)*

- *External Reviewer’s(s) Name(s), Affiliation*
- *Internal Reviewer’s Name, Affiliation*

Program Description: *One- to three-paragraph description of the program. (Remove italics when using template).*

Data Form: *Current counts of faculty and staff and Financial Analysis*

The following table in R 411 is designed to gather data about the institutional unit being reviewed. The table has been designed to present consistent data to Trustees and Regents who will receive the report. Institutions decide on the configuration of the unit to be reviewed, and in most cases, the review is at the department level. However, in some instances, the unit being reviewed provides services that are different from those provided by traditional academic departments. When providing data on such units, please offer an explanation that clarifies the purpose of the unit, preparation of faculty or staff who provide the service, attendance data on participants, cost of providing services, and any credential that may be offered to completers if this applies. With sufficient explanation, the data table can be adjusted for that purpose. Use this template and make appropriate changes to present a full picture of the unit that was reviewed.

R411 Data Table					
Department or Unit--					
	Year	Year	Year	Year	Year

	2XXX	2XXX	2XXX	2XXX	2XXX
Faculty					
Headcount					
With Doctoral Degrees (Including MFA and other terminal degrees, as specified by the institution)					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
With Master's Degrees					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
With Bachelor's Degrees					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
Other					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
Total Headcount Faculty					
Full-time Tenured					
Full-time Non-Tenured					
Part-time					
FTE (A-1/S-11/Cost Study Definition)					
Full-time (Salaried)					
Teaching Assistants					
Part-time (May include TA's)					
Total Faculty FTE					
Number of Graduates					
Certificates					
Associate Degrees					
Bachelor's Degrees					
Master's Degrees					
Doctoral Degrees					
Number of Students—(Data Based on Fall Third Week)					
Semester of Data: _____, 20__					
Total # of Declared Majors					
Total Department FTE*					
Total Department SCH*					
*Per Department Designator Prefix					

Student FTE per Total Faculty FTE					
Cost (Cost Study Definitions)					
Direct Instructional Expenditures					
Cost Per Student FTE					
Funding					
Appropriated Fund					
Other:					
Special Legislative Appropriation					
Grants of Contracts					
Special Fees/Differential Tuition					
Total					

Program Assessment: *Strengths, weaknesses, and recommendations from the reviewers. (Remove italics when using template.)*

Institution's Response: *Responses to review committee findings and recommendations. (Remove italics when using template.)*