



---

**Academic Program Review Policies and Procedures**  
**(Revised November 20, 2014)**

**BACKGROUND**

To ensure continuous program improvement and pursuant to Florida Statutes, the University of Central Florida conducts in-depth reviews of each of its degree programs every seven years. UCF's program review process is consistent with strategic planning review and requires examination of centrality, comparative advantage, cost, demand, and quality. When practicable, similar programs are reviewed during the same cycle (e.g., engineering, health sciences). Also, program reviews are aligned with specialized accreditation visits so that, when appropriate, the external accreditation reviews can also be used for the program reviews. The process supports the mission of the university to meet the needs of central Florida by providing high-quality, broad-based education and experienced-based learning. To accomplish this goal, program, college, and university leadership engage in a summative review of key performance indicators and other program information.

**PURPOSE**

The purposes of the academic program review are to examine the quality and productivity of academic programs and to develop recommendations leading to program improvement.

**POLICY**

Every seven years each UCF academic degree program shall undergo a comprehensive summative review and assessment of:

- the mission and purpose of each program within the context of the university mission; and the Board of Governors' strategic plan;
- teaching, research, service, and other program goals and objectives, including expected outcomes;
- how well objectives for student learning, research, service, and other program; objectives are being achieved and used for continuous improvement;
- overall program quality and productivity;
- sufficiency of resources and support services for the program;
- lower level baccalaureate program prerequisite courses to ensure that the program is in compliance with State-approved common prerequisites;
- and (if appropriate) the limited access status of baccalaureate programs to determine if such status is still warranted.

Reviews are informed by:

- institutional data
- self-studies
- external consultant review
- other sources, as appropriate.

A Program Review Committee appointed by the provost will review the data collected and make recommendations to the provost. Following the provost's or designee's review, the approved status and recommended improvements are presented to the UCF Board of Trustees' Educational Programs Committee prior to final submission to the Board of Governors.

The college dean shall report the program's actions taken as a result of the review recommendations to the provost and the Board of Trustees' Educational Programs Committee.

## **PROCEDURES**

### **A. Process Overview**

*The Office of Academic Affairs:*

- establishes and maintains a schedule for the review of all academic degree programs every seven years
- develops and distributes a timeline for the upcoming review cycle
- provides an orientation for programs scheduled for review in prior spring term
- collaborates with the Program Review Committee and the college to select program review consultants
- works with the college and/or program to facilitate the site visit
- collects reports of actions taken as a result of the last review as well as major program changes since the last review
- provides the format for department and program self-studies and consultant reports
- ensures the college, consultant(s), and Program Review Committee have access to reports and other appropriate sources of information
- provides general oversight to and facilitation of the Academic Program Review process.

*The applicable college dean (or designee):*

- makes nominations for external consultants
- reviews self-studies, consultant reports, and other review materials
- collaborates with the Program Review Committee to assess the status of the program and make recommendations for program improvement.

*The department or unit:*

- reports on actions taken as a result of the last review and reports major changes since the last review
- completes self-studies
- compiles supplemental review materials requested by academic affairs, the college, or the consultant(s)

- undertakes companion processes (e.g., faculty qualification and graduate faculty review).

## **B. Reports Submissions and Resulting Actions**

*The following actions are taken upon completion of the onsite program review:*

- consultant submits final written report to academic affairs and academic affairs makes report available to the Program Review Committee, college, and department
- Program Review Committee, in consultation with the dean (or designee), finalizes lists of key program strengths, weaknesses, and recommendations for improvement and submits them to the provost
- dean discusses plans for implementation of recommendations with the provost or designee
- academic affairs summarizes program review results and presents them to the Board of Trustees' Educational Programs Committee
- academic affairs submits the results summary and the major program changes since the last review to the Board of Governors
- college dean reports the program's progress toward implementing the actions taken as a result of the review recommendations to the provost and the Board of Trustees' Educational Programs Committee.

## **C. Acceptable Substitution for Program Review Report**

Discipline accreditation or certification reports may substitute for portions of the Academic Program Review department and/or program self-studies if the provost or designee determines that they sufficiently address the elements considered under the program review process. In such instances, the accreditation or certification process will normally have included a site visit by one or more discipline expert(s).