

**FACULTY SENATE                      SOUTHEAST MISSOURI STATE UNIVERSITY**

**FACULTY SENATE BILL 23-A-10**

**Approved by the Faculty Senate  
March 8, 2023**

**BRIEF SUMMARY:** This bill revises the Procedures section for “Academic Program Review Procedures” in Chapter 5 of the *Faculty Handbook*..

**REVISING ACADEMIC PROGRAM REVIEW PROCEDURES**

**BE IT RESOLVED THAT:** Subject to the passage and approval of this bill, the Procedures portion of “Academic Program Review” in Chapter 5 of the *Faculty Handbook* will be replaced by this bill.

**Procedures** *Faculty Senate bill 17-A-19 begins here.*

**Determination of Program Review:** There are three methods of program selection and initiation of review.

1. Cyclical reviews occur via a five-year cycle in which each program is given a particular year for review to occur.
2. Noncyclical reviews may be initiated by the provost or by recommendation from the Academic Program Review Committee.
  - a. If the Academic Program Review Committee recommends that a program be reviewed in a year other than in the program’s regular cycle, the provost will review the committee’s recommendation and supporting materials to determine whether to approve the noncyclical review.
  - b. The provost will announce, by the end of the semester prior to the semester in which the review will occur, the programs to undergo a noncyclical review and any variation from the standard review criteria and timeline.
3. An Extraordinary Program Review may be initiated by the president as described in the Policy Section for the Academic Program Review Committee.

**Membership in the Academic Program Review Committee:** The faculty of each department will nominate a tenured faculty member who will then stand for a college-wide election administered by the college dean. The names of the two faculty who garner the most votes from each college will be forwarded to the provost, who in consultation with the president will appoint one of them as committee member. Non-rotating members will include a representative from the Office of the Provost, the chair of the Faculty Senate, the chair-elect of the Faculty Senate, the moderator of the Chairperson’s Forum, and the dean of Graduate Studies. The committee will be chaired by the representative of the Office of the Provost. Appointment terms will be staggered for continuity.

46 **Election timeframe and term limits:** Regular elections for an open position on the  
47 Academic Program Review Committee normally will take place in the first full week of April.  
48 Those faculty will serve a three-year term, with a maximum of two consecutive terms.  
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## 50 **Regular (cyclical) Program Review**

- 51 1. Standard institutional data required for the self-study will be made available by the Office  
52 of Institutional Research by March 15 for reviews scheduled in the subsequent academic  
53 year.
- 54 2. A department self-study, following guidelines provided on the provost’s website, is due to  
55 the appropriate college dean no later than September 1 of the academic year when the  
56 review is scheduled.
- 57 3. Accredited programs will submit the most recent comprehensive report used for a  
58 successful initial accreditation or reaccreditation, including any subsequent findings and  
59 follow-up requirements.
- 60 4. The college dean reviews the department’s self-study and the most recent accreditation  
61 report and submits these materials along with their analysis and recommendation to the  
62 provost by November 15. The provost will forward these materials to the Academic  
63 Program Review Committee.
- 64 5. The Academic Program Review Committee conducts a detailed analysis of the self-study  
65 and all other documentation and submits a detailed report with analysis and  
66 recommendations to the provost by March 1. Before submitting their final report, the  
67 Academic Program Review Committee will schedule a consultation meeting with the  
68 department chair to clarify and discuss any substantial issues of concern that may have  
69 been identified. Possible committee recommendations may include:
  - 70 a. Maintain/Enhance: The program is strong, and goals align with activities for  
71 continued growth, marketing strategies, recruiting and retention, curricular  
72 development, and overall stability. If applicable, recommendations for areas of  
73 enhancement will be made.
  - 74 b. Transform: Significant changes are required. Areas of concern may include low or  
75 decreased enrollment, lack of goals, confusion of options or degrees.  
76 Recommendations may include merging options within a degree or merging with  
77 similar programs, requiring a follow up with goals that specifically address areas  
78 for growth and align with curricular development, or clear recruitment and  
79 retention practices.
  - 80 c. Eliminate: Program is no longer viable.
- 81 6. The provost reviews the self-study, dean’s recommendation, and accreditation report (if  
82 applicable), and the Academic Program Review Committee report. The provost may  
83 request a follow-up meeting with the college dean and department in cases where the  
84 Academic Program Committee report indicates Transform or Eliminate. The provost then  
85 provides a recommendation to the president.
- 86 7. If a program will be eliminated as a result of the program review process, the Faculty  
87 Senate, the University community as a whole, and the faculty in the program are informed  
88 by the provost about the decision by June 30. Policy and procedures related to program  
89 elimination can be found in Chapter 5 of the Faculty Handbook in the section titled  
90 “Academic Restructuring.”
- 91 8. The provost also informs affected students in the program being discontinued. These  
92 students are advised of provisions made to continue offering these courses for a limited  
93 period of time.  
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**PROCEDURES**

<b>Action</b>	<b>Date</b>
Introduced to Senate	2/22/2023
Second Senate Meeting	3/8/2023
Faculty Senate Vote	3/8/2023
President’s Review	
15 Day Review	
Posted to Faculty Handbook	

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