

## UPS 410.200

# PROGRAM PERFORMANCE REVIEW POLICY

### I. PRINCIPLES

- A. A fundamental role of the University is the examination and analysis of ideas and institutions. With this perspective, it is appropriate that the faculty of California State University, Fullerton shall evaluate their own programs in order to assure that curricular offerings and instructional methods are meeting the needs of the various constituencies served. This evaluation can be accomplished by Program Performance Review, the periodic, systematic analysis of the objectives and performance of an academic unit. Undertaken seriously, it can improve the general health of the University and strengthen its teaching and curricula.
- B. The vitality of the institution is dependent on the commitment of its faculty. One form of commitment is a willingness to evaluate candidly the programs and activities the faculty directs. Program Performance Review is a central component of that evaluation. It is based on a thorough self-study which involves the participation of the faculty and which results in a Program Performance Review Report.
- C. Program Performance Review encompasses all academic units (academic departments, divisions, and programs including joint degree programs) and examines the total operation of those units, including any participation in joint degree programs. When a degree program is school wide or involves more than one school, each participating academic unit shall participate in the review.
- D. Because of the size and diversity of the campus, the initiation of this important process is the responsibility of the dean of each school. The review process shall be considered interactive between the program chair and the dean.

## **II. PROCEDURES FOR PROGRAM PERFORMANCE REVIEW**

### **A. Preliminary to Preparation of Report**

1. Each dean, in consultation with each program chair and any departmental review committee, shall have the option of utilizing a program review committee and/or an outside reviewer for each program to assist in the review process.
2. Each school dean shall call a general orientation meeting of all chairs of programs undergoing review at which time the procedures and deadlines for the review process would be presented.
3. Each dean shall select, in consultation with each program chair (and any review committees), topics to be included in the report.

### **B. Preparation of Report**

1. The program under review shall prepare, in a collegial manner, a draft report. This report shall include a seven-year plan.
2. The draft shall be submitted to the dean (and any review committee).
3. The dean (and any review committee) shall meet with the program chair to discuss the draft. Clarification and additional data or analysis may be requested. Discussions may take place more than once during the preparation of the report.
4. The program chair and faculty shall prepare the final report.
5. Statistical data for inclusion in the reports shall be provided to the program from university and CSU sources.

### **C. Review of the Report**

1. The dean (and any other reviewers) shall read the report and write recommendations for the program. The dean shall review all recommendations and meet with the program chair to discuss the recommendations.
2. The dean shall write a brief summary of the major findings and recommendations and send copies to the Vice President for Academic Affairs and the program chair.

3. The Vice President for Academic Affairs shall read the dean's summary and meet with the dean to discuss the program and the recommendations. The Vice President for Academic Affairs may make additional recommendations.
4. The dean shall meet with the program chair to discuss the Vice President for Academic Affairs' recommendations, if any.

### **III. SUBSTITUTION OF AN ACCREDITATION REPORT**

- A. Any currently accredited academic unit subject to Program Performance Review may request, with the approval of the school dean, the Academic Vice President's consent to substitute an accreditation report for a program Performance Review.
- B. The Academic Vice President's (or designee's) basis for determining whether or not to accept an accrediting report in lieu of a review will be whether or not the accrediting agency is approved by the Council on Post-Secondary Accreditation.
- C. If only one degree, for example the bachelor's, is accredited in an academic unit that offers several programs or degrees, the academic unit must submit Program Performance Review for the non-accredited programs or degrees.
- D. The Academic Vice President (or designee) in agreeing to accept an accreditation report in lieu of a review may require that certain questions, unique to the Program Performance Review, be answered and submitted with the accreditation report. For example, the campus may require that reports include sections on educational effectiveness.
- E. The cycle for the submission of Program Performance Reviews is every seventh year. Where accreditation is granted for more than seven years, a Program Performance Review will be done in the middle of the accreditation period.
- F. The accreditation report shall be reviewed per II. C. above.

**EFFECTIVE DATE: December 12,1992**  
Supersedes: UPS 410.200 dated 4-12-85  
and ASD 92-45