

**University of Louisville
Academic Program Review**

Program Review Checklist

The following information should be included in the report due on **December 15, 2008**.

Program Review Cover Sheet

Submit with a hardcopy of the signed cover sheet with the completed report.

Program Narrative

- 1) For programs without external accreditation – the program narrative written by the department faculty is a document (**of no more than 20 pages total**) that should synthesize the **Statistical Overview** provided by the Office for Institutional Research and Planning with other discursive and evaluative elements to address your program's strengths, weaknesses, and opportunities in the areas addressed in the **Academic Program Review Template**.
- 2) For programs with external accreditation - Include with the program narrative a copy of the relevant sections of the feedback report from the external accrediting body. Also, the program's response to the external accrediting body report (if required).

Plan for Improvement

A document (of no more than 5 pages) also written by the department in collaboration with the dean and tied to the Program Narrative analysis.

Appendices

- 1) An appendix with abbreviated faculty vitae (name, education, academic job experience, as well as five-year summaries of classes taught, research dissemination, and grant activity.)
- 2) a. An appendix of student learning outcomes for the past 5 years and
b. A copy of the current program curriculum.

Statistical Overview File

Return a revised copy of the overview EXCEL file. The Faculty Research section should be updated with any department supplied information on i.e., endowed chairs, sponsored research, refereed journals, exhibits, etc....

Copies of materials

Forward two hardcopies of the report with the signed cover sheet and electronically send the report to Connie Shumake ccshum01@louisville.edu

Dean's Letter (Due within 30 days of the Program Narrative Submission)

The dean submits her/his response and recommendations for the programs under review to the executive vice president and university provost (Dean's Review Letter). Units may choose to create an internal review committee and/or to seek external reviews to advise the dean.