



## CAS Academic Program Review Procedure and Templates

Academic Program Reviews (APR) are a function of the Provost's Office and are coordinated by the Deputy Provost for Academic Affairs, in conjunction with the Faculty Senate's Academic Priorities and Presidential Advisory Committee (APPA). The purpose of this document is to outline the APR process for the College of Arts and Sciences and provide detailed templates and guidelines. The Provost's Office maintains a comprehensive [guidelines document](#) that fully discusses the goals, format, required content, review panel composition, etc., and also maintains a [master schedule](#) on its website.

### Selection and Timing:

The Provost and Dean select units for review, normally at seven-year intervals. Each APR is completed over three semesters and are noted as Semester 1, Semester 2, and Semester 3. CAS maintains an internal review schedule and communicates with departments as to their scheduled review dates. Requests to defer an APR must be approved by the Dean and Deputy Provost for Academic Affairs (DPAA), and if approved, the College's internal APR schedule is updated accordingly.

### CAS Process:

1. **Confirmation:** At the beginning of each Fall and Spring semester, the CAS Dean's Office works with the DPAA and the scheduled Department to confirm upcoming APRs for the following semester.
2. **Initial Meetings:** At the beginning of Semester 1, two meetings are scheduled: The first is with the Dean, Associate Dean, and Department Chair, and the second is a meeting with the Dean, Associate Dean, and members of the Department faculty. The purpose of these meetings is to:
  - a. Provide the Chair and Department Faculty with an overview of the process and discuss strategic planning.
  - b. Formulate specific objectives and questions to be addressed in the self-study and review the self-study format.
  - c. Discuss the data that will be sent to the Department from Institutional Research (IR) and review the data in the CAS Department Dashboard. Department works with IR to create the faculty profile and comparable unit list.
3. **Semester 1:** The Department should **begin its self-study** in Semester 1, after the initial meeting with the Dean and Associate Dean. The following items are to be completed by the end of Semester 1:
  - a. Department reviews (or if needed, creates) their strategic plan. The unit strategic plan is to be referenced in the self-study and included in the appendices.
  - b. Department provides the names of at least 8 potential external reviewers and 2-3 potential internal reviewers (providing internal reviewer names is optional) to the Associate Dean, who works with the Dean to obtain approval of the list. The list of external reviewers should include brief explanations on why the individuals are being recommended, and a link to an online version of his/her CV.
  - c. Dean submits the list of external reviewer names (and internal names, if provided) to the DPAA for approval.
  - d. After the DPAA approves the list of external reviewers, the Dean contacts the Faculty Senate COCAN chair to request the selection of an internal reviewer.
  - e. Dean's Office team works with the Department and the Provost's Office to determine an appropriate date for the Site Visit, to take place **midway through Semester 3**. The following individuals must be available to attend meetings with the review team:
    - i. Department leadership, faculty, students, and staff.
    - ii. Dean and Associate Dean.
    - iii. Provost, Deputy Provost for Academic Affairs, Dean of the Graduate College, and VP for Research, Scholarship, and innovation.
    - iv. If available, the President should be invited to attend the Exit Lunch.



- f. Associate Dean invites the external reviewers with the goal of securing four external scholars for the review and ensures that the Site Visit date is included in the invitation.
- g. Faculty Senate COCAN chair invites and secures the internal reviewer.
4. **Semester 2:** During Semester 2, the Department:
  - a. Completes the **first draft of its self-study** and shares with the Dean's Office for **review at least 60 days prior to the Site Visit**.
  - b. Makes hotel arrangements for the external reviewers at the Courtyard Marriott and provides the reviewers with the hotel confirmation and information about travel and reimbursements.
5. **Semester 3:** The Site Visit is to be conducted during Semester 3. The self-study document must be finalized and submitted to the external reviewers, Dean, Associate Dean, Provost, DPAA, APPA, Dean of the Graduate College, and VP for Research **at least 30 days prior** to the Site Visit. The following must also be completed by the Department:
  - a. Set the schedule for the 3-day Site Visit and reserve rooms, meals, and shuttle/taxi service both to and from the airport or train station, and as needed during the visit. Also, prepare the emergency contact list. Submit the schedule and emergency contact list to the Dean's Office at the **beginning** of Semester 3. The schedule will then be sent to the Provost's Office for final approval.
  - b. **Self-Study Distribution, 30 days prior to Site Visit** (please ensure that the Dean has seen a draft prior to distribution):
    - i. Must be sent electronically to each review committee member, Dean, AD, Provost, DPAA, APPA, Admin Assistant to the DPAA, Dean of the Graduate College, and the VP for Research.
    - ii. Hard copies must be delivered as follows:
      1. Dean's Office: 7 copies – 5 for the review committee, 1 for the Dean, and 1 for the AD.
      2. Provost's Office: 4 copies – 1 for the Provost, 1 for the DPAA, 1 for the Dean of the Graduate College, and 1 for the VP of Research.
      3. The Dean's Office will ensure that the hard copies are provided to the external reviewers for their Sunday night meeting, along with a copy of the schedule, emergency contact list, and format guidelines for their report.
  - c. During the Site Visit, obtain all travel-related receipts from the external reviewers, make arrangements to receive any additional receipts for expenses incurred during the return trip, and then process all reimbursements.
6. **After the Site Visit:**
  - a. The external reviewers should submit their **External Review Team Report** to the DPAA **no later than 30 days** after the completion of the Site Visit. The DPAA then distributes the report to the Dean, Chair, and APPA.
  - b. Once the final report is received from the review team, the Department processes forms to pay each external reviewer his/her honorarium. The internal reviewer does not receive an honorarium.
  - c. The Department then works with the AD and Dean to prepare a response and submits their **Response to the External Review Team Report** to the AD and Dean **within 30 days** of receiving the external reviewer's report. The Dean shares the response with the DPAA, Provost, APPA, Dean of the Graduate College, and VP for Research. The Dean also writes a response and shares with the Provost and Department. The APPA reviews and provides a written report to the Provost within 30 days, as well.
  - d. **Within 6 weeks** of the Department and the APPA submitting their response to the External Review Team Report, a meeting will be scheduled by the Dean's Office with the Department Chair, Dean, AD, and Provost and/or DPAA to review the Department's response and decide on an **Implementation Agreement**.
  - e. Updates on the progress of the items listed in the implementation agreement are reviewed annually during the Chair's appraisal meeting.

## Sample Email Sent from Depts to External Reviewers Regarding Hotel Accommodations and Travel

Dear Dr. XXX,

Below (or attached) is the confirmation for your hotel stay while you are in Newark, Delaware for the Academic Program Review for the [department name]. Please send me the details of your travel arrangements as soon as you have made them so that I can reserve transportation to pick you up from the airport or train station and bring you to campus. You will need to arrive early Sunday afternoon on (date). There will be a working meeting from 4:00 p.m. to 6:00 p.m. with college and university leaders and a working dinner for the review team at 6:00 p.m. Your visit will conclude on Tuesday (date) after the exit lunch, so you should not plan to leave campus before 2:00 p.m. that day.

Please go to [https://udapps.nss.udel.edu/w9\\_vendorReg/](https://udapps.nss.udel.edu/w9_vendorReg/) and fill out the W-9 form so that the travel reimbursement and honorarium can be automatically deposited to your bank. Please submit the attached form and all original, itemized receipts to NAME OF DEPT ADMIN during your visit to the University.

The department will have its self-study materials sent to you no later than four weeks prior to your visit. If you have any questions, please do not hesitate to call. We look forward to your visit to the University of Delaware!

Thank you,

Department Administrator Signature

**\*\*\*NOTE TO DEPARTMENTS:** The \$1,000 honorarium request and all travel-related expenses should be forwarded to the CAS Financial Operations team for processing, indicating the Provost's Office purpose code, ACPL112113, for payment.

**Please include the Reimbursement Cover Sheet provided below as an attachment to this email, and to the CAS Financial Operations form.**



## Academic Program Review Reimbursement Cover Sheet

Date: \_\_\_\_\_

Name (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Expenses Incurred:

Rail or plane fares \$ \_\_\_\_\_

Shuttle or taxi fares \$ \_\_\_\_\_

Tolls \$ \_\_\_\_\_

Parking \$ \_\_\_\_\_

Number of private auto miles driven \$ \_\_\_\_\_

Meals:

Breakfasts \$ \_\_\_\_\_

Lunches \$ \_\_\_\_\_

Dinners \$ \_\_\_\_\_

Lodging costs \$ \_\_\_\_\_

Other (please describe) \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

Please attach **itemized, original** receipts and return to: **DEPARTMENT ADMIN NAME,  
ADDRESS, PHONE, AND EMAIL**

You will also receive a \$1,000 **honorarium** for your service. The University is required, per IRS regulations, to obtain a W-9 for all persons receiving payment from the University. Please complete the online W-9 using the following link: [https://udapps.nss.udel.edu/w9\\_vendorReg](https://udapps.nss.udel.edu/w9_vendorReg)



## Academic Program Review Emergency Contact List

Department of **XXXX**

### UD Dean's Office

**John A. Pelesko**  
Dean  
College of Arts & Sciences

[pelesko@udel.edu](mailto:pelesko@udel.edu)  
302-831-2793 (work)  
302-XXX-XXXX (cell)

**NAME**  
Associate Dean  
College of Arts & Sciences

EMAIL  
302-831-2793 (work)  
302-XXX-XXXX (cell)

**NAME**  
Chair  
Department of **XXXX**  
College of Arts & Sciences

EMAIL  
302-831-XXXX (work)  
302-XXX-XXXX (cell)

### External Committee Members

NAME  
Professor, DEPT  
XXXX University  
City, State, Zip  
Cell #  
Email

NAME  
Professor, DEPT  
University of Delaware  
Cell #  
Email

NAME  
Professor, DEPT  
XXXX University  
City, State, Zip  
Cell #  
Email

NAME  
Professor, DEPT  
XXXX University  
City, State, Zip  
Cell #  
Email

NAME  
Professor, DEPT  
XXXX University  
City, State, Zip  
Cell #  
Email

### Internal Committee Member



## Academic Program Review Schedule – Department of **XXXX**

### **Sunday, DATE**

- 1:00 to 4:00 pm External Review Team checks into Courtyard Marriott.
- 4:00 to 6:00 pm Review Team meets with Dean John Pelesko, Associate Dean **XXXX**, Deputy Provost for Academic Affairs Lynn Okagaki, Dean of the Graduate College Lou Rossi, and VP for Research Charlie Riordan. Senior administration provides overall context and specific objectives for the review. **{NOTE TO DEPTS: Please reserve a meeting room at the Courtyard Marriott to accommodate this group, as well as light refreshments.}**
- 6:00 to 8:00 pm Dinner. Review Team meets to frame questions members have for the various groups they will meet on Monday. **{NOTE TO DEPTS: Please make a reservation for this dinner at the Courtyard Marriott.}**

### **Monday, DATE**

- 7:30 to 9:00 am Breakfast. Review Team meets with department chair/school director and other unit leaders. **{NOTE TO DEPTS: Please make arrangements for this meal.}**
- 9:00 to 9:30 am Travel to department. **{NOTE TO DEPTS: Please make travel arrangements for the reviewers to and from the hotel and campus.}**
- 9:30 to 10:45 am Meeting with faculty. Faculty member **XXX** escorts to next meeting.
- 11:00 to 11:45 am Meeting with department administrative staff. Staff member **XXX** escorts to lunch.
- 12:00 to 1:15 pm Lunch with graduate students. **{NOTE TO DEPTS: Please make arrangements for this meal.}** Graduate student **XXX** escorts to next meeting.
- 1:30 to 2:45 pm Meeting with faculty. Faculty member **XXX** escorts to next meeting.
- 3:00 to 4:00 pm Meeting with undergraduate students. Student **XXX** escorts to next meeting.
- 4:15 to 5:30 pm Meeting with faculty for tour of the Department’s facilities. **XXX** escorts to dinner.
- 6:00 to 8:00 pm Dinner. Review Team meets with faculty/unit leaders. Final opportunity to clarify issues. **{NOTE TO DEPTS: Please make arrangements for this meal and travel arrangements for the reviewers to return to the hotel.}**

### **Tuesday, DATE**

- 7:30 to 9:00 am Breakfast with Review Team to plan report. **{NOTE TO DEPTS: Please make a reservation for this breakfast at the Courtyard Marriott.}**
- 9:00 to 12:00 pm Opportunity for Review Team to draft report. **{NOTE TO DEPTS: Please reserve a meeting room at the Courtyard Marriott to accommodate this group, as well as light refreshments.}**
- 12:30 to 2:00 pm Discussion with senior administration. Lunch with Provost Robin Morgan, Deputy Provost for Academic Affairs Lynn Okagaki, Dean of the Graduate College Lou Rossi, VP for Research Charlie Riordan, Dean John Pelesko, and Associate Dean **XXXX**. **{NOTE TO DEPTS: Please make a reservation for this lunch at the Courtyard Marriott.}**



## Quick Guide to Responsibility and Payment Split

<u>Provost's Office</u>	<u>Dean's Office</u>	<u>Department</u>
Maintains UD's APR Schedule	Confirms APR schedule with the Provost's Office and departments	Provides list of potential external reviewers
Ensures data is sent from Institutional Research to Departments	Schedules initial APR meeting with the Dean, AD, and Chair, and APR meeting with the Dean, AD, and Department Faculty	Makes hotel arrangements and travel arrangements to/from the airport/train station to the hotel. Emails reviewers to provide confirmation numbers.
Approves external reviewers	Provides data to departments via updated CAS Dashboards	Creates proposed schedule of meetings for the reviewers and submits to Dean's Office for approval
Reviews and approves the proposed schedule of meetings for reviewers	Obtains approval of the external reviewer list	Completes the Emergency Contact List and sends to the Dean's Office
<b>Pays for:</b> Travel, shuttle, hotel, honorarium, and Sunday night dinner and exit lunch (but not alcohol). Charge all to: <b>ACPL112113</b>	Works with the department to select Site Visit dates and places holds on UD leadership calendars	Makes reservations for all meals (Sunday-Tuesday)
Attends Sunday working meeting and Tuesday exit lunch	Works with Faculty Senate COCAN chair to invite and secure internal UD reviewer	Makes reservations for all meetings rooms, including at the Marriott and on campus, and refreshments
Receives and distributes the external review report	Invites and confirms external reviewers	Arranges all transportation to and from the hotel to campus
Ensures that the APPA reviews the report and provides a written response. Meet with the APPA once a semester to review the reports.	Obtains approval of the proposed schedule of meetings for reviewers	Submits draft self-study 60-days prior to the Site Visit. Submits final self-study (both electronic and hard copies) 30 days prior to the Site Visit and distributes hard copies. <b>Pays for</b> copying.
Participates in the drafting of the Implementation Agreement	Prepares materials for the Sunday night working meeting, to include hard copy of the self-study (provided by the department), schedule, emergency contact list, and the Information for Academic Program Reviewers doc	Attends all applicable Monday meetings. <b>Pays for:</b> Any alcohol consumed during Monday meals and all other meals and refreshments during the visit, except for the Sunday night dinner and exit lunch.
	<b>Pays for:</b> Any alcohol from the Sunday dinner and Tuesday exit lunch. Charge to: <b>ARSC175111</b>	Obtains all receipts from external reviewers and sends to CAS Fin Ops to process reimbursements
	Attends Sunday working meeting and Tuesday exit lunch	Submits form to CAS Fin Ops to pay each external reviewer his/her \$1,000 honorarium
	Receives and distributes the department's response to the external review report	Submits a written response to the external review report to the Dean's Office
	Schedules meeting to discuss the implementation agreement and participates in the drafting of the agreement	Participates in the drafting of the Implementation Agreement