**Administration & Finance Program Reviews**

**Checklist of Responsibilities**

**(Updated Summer 2023)**

**Full Program Review**

**Phase 1 – Self-study**

**Duration: 1 Semester**

**Responsible: Co-chairs, Unit Head**

Meet with AVP & unit head

Learn about the unit

Set phase 1 and 2 schedules, including deadline for self-study completion

Discuss possible members for the program review committee

Talk through expectations for Phase 1 (use materials provided on the [A&F Program Review Website](https://www.jmu.edu/avphr/programreviewresources/index.shtml))

Identify an external reviewer and decide when they should visit the department. Consider inviting the external reviewer during phase 1 to ensure proper scheduling

Discuss the expected contents of the self-study

Communicate with the Vice President’s office so a letter can be sent from the Vice President informing committee members they have been selected to participate

Schedule the Phase 2 first committee meeting

Consult with the unit head throughout phase 1 to help and provide information

Keep the program review coordinator and committee informed of progress through phase 1

**Phase 2 – Committee Work - Begins at the conclusion of Phase 1**

**Duration: 1 Semester**

**Responsible: Co-chairs, Committee**

Ensure that the self-study materials have been uploaded to the SharePoint subsite. Divide the reading of the materials amongst the committee members and ask them to list findings and recommendations.

Coordinate the external reviewer’s visit and inform them when the final report is due (Note: there are templates available for letters that can be sent to the external review. See the [A&F Program Review Website](https://www.jmu.edu/avphr/programreviewresources/index.shtml))

Along with the committee, determine the research tools to be used (Interviews, surveys, focus groups, internal process study, data gathering from other universities, etc.)

Establish sub-committees based on research tools and data gathering methods

Keep in close contact with sub-committee chairs to ensure they comply with deadlines

Collect and collate data from the sub-committees written as “findings” and “recommendations”

Based on research and committee member input, draft the initial report (executive summary, findings, recommendations) (See the final report template located in the [A&F Program Review Website](https://www.jmu.edu/avphr/programreviewresources/index.shtml))

Allow the unit head to review and offer feedback and guidance on report draft

Finalize the report based on input from the unit head

Help ensure that the Vice President meets with the AVP and the unit head to determine which recommendations from the report will be adopted

Send to the Program Review Coordinator an electronic version of the final report, agreed upon recommendations, and raw data gathered

**Phase 3 – Progress Review - Begins at the conclusion of Phase 2**

**Duration: 2 Semesters**

**Responsible: Unit Head, AVP, Vice President**

Vice President meets with the AVP to discuss progress.

**Alternate Cycle Program Review**

**Phase 1 – SWOT and Materials Gathered**

**Duration: 1 semester**

**Responsible: Chair, Unit Head, AVP**

Chair meets with the AVP & unit head

Chair learns about the unit

Set phase 1 and 2 schedules, including deadline for self-study completion

Talk through expectations for Phase 1

Discuss the expected contents of the SWOT & other data gathering

SWOT analysis is completed

Unit head then sends materials to the chair:

SWOT analysis and new objectives, up-to-date mission and/or vision statements, values

All current Star Tool objectives including status and next steps

A list of the recommendations/objectives agreed to during the previous unit Program Review with a report on the status of each to include next steps

Any other materials the unit head, director, and AVP deem relevant or materials requested by the Team

As a result of the SWOT analysis, write at least two new objectives

**Phase 2 – Chair’s work begins at the conclusion of Phase 1**

**Duration: 1 semester**

**Responsible: Chair**

The chair reviews materials while corresponding with unit head

the chair drafts a report (no more than four to six pages) addressing relevant issues such as:

Overall performance on objectives developed as a result of the previous Program Review including next steps offered by the unit head

Any weaknesses or gaps in performance that do not appear to be addressed by the objectives

A listing of two or three key strengths, weaknesses, opportunities, and threats

An overall summary of performance including findings and recommendations as well as any additional recommended action steps and/or objectives

Allow the unit head to review and offer feedback and guidance on report draft

Finalize the report based on input from the unit head

Help ensure that the Vice President meets with the AVP and the unit head to determine which recommendations from the report will be adopted

Send to the Program Review Coordinator an electronic version of the final report, agreed upon recommendations, and raw data gathered