**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