



**Academic Program Review Process
Guidelines – For Programs With Specialized Accreditation**

November 2024

Academic Program Review Process

Programs With Specialized Accreditation from an External Accreditation Body

The academic program review process requires two parts: 1) Campus Review and Evaluation of Existing Academic Programs and 2) Specialized Accreditation Evaluation. Both have the same intended objectives:

- To assess the quality and effectiveness of academic programs and units
- To stimulate program planning and improvement
- To ensure that program goals are consistent with university strategic priorities

Programs with specialized accreditation will follow the accreditation cycle of the external accreditor. In cases where an external accreditation process occurs less frequently than once every seven years, the Chancellor will seek permission to follow the accreditation cycle of the external accreditor from the UNC System President.

Campus Review and Evaluation of Existing Academic Programs

The primary purpose of the Campus Review and Evaluation process is to maintain and strengthen the quality of UNC Charlotte's academic programs by auditing the quality, rigor, and productivity of existing degree programs and developing strategies for ongoing improvement. Reviews are intended to be helpful and supportive in the following areas:

1. recognizing strengths and achievements;
2. identifying areas in need of attention; and
3. promoting goal setting and planning.

The review and evaluation should primarily provide perspectives useful to the academic units whose programs are under review and to their respective college deans. They should also give those outside the academic unit an informed overview of the strengths, challenges, and needs of academic units.

Programs Under Campus Review and Evaluation

The primary focus of the Campus Review and Evaluation is on majors or degree programs. However, during each review and evaluation, relevant questions may also be asked about any minors, concentrations, or certificates offered in the academic unit, and about any significant course commitments of the unit that fall outside of the programmatic review process.

Evaluation Criteria

The Campus Review and Evaluation shall evaluate the following:

1. Student Demand: Current and projected student demand, as measured by enrollments in the majors and degrees produced.
2. Workforce Demand: Current and projected workforce demand, as indicated by projected job growth and existing data on student employment outcomes.
3. Student Outcomes: Metrics such as persistence, graduation rates, time to degree, and post-graduation success where possible.
4. Program Costs and Productivity: Includes research, scholarship, creative activity, and student credit hours produced compared to the number and cost of faculty and staff.
5. Contribution to Critical Professions: The program's contribution to professions vital to the health, educational attainment, and quality of life of North Carolinians.
6. Additional Considerations: Any other factors identified by the Chancellor, President, or program under review.

Procedures for the Campus Review and Evaluation

1. The college, school, or department will work with the Office of Institutional Effectiveness and Analytics in the period leading up to the specialized accreditation self-study to identify the measures and analysis required by UNC Policy [400.1](#) and [UNC Charlotte Academic Policy: Academic Program Review](#) but not by the specialized accreditor. If any of the measures in the Policy are not required by the specialized accreditor, the Office of Institutional Effectiveness and Analytics will provide the following data on any or all undergraduate and graduate programs:
 - a. Student Demand: enrollments in the majors and degrees produced since the last review;
 - b. Workforce Demand: data, where available, on post-graduation student success and projected job growth;
 - c. Student Outcomes: persistence, graduation rates, time to degree, and post-graduation success since the last review; and
 - d. Program Costs and Productivity: research, scholarship, creative activity, and student credit hours produced compared to the number and cost of faculty and staff.
2. The unit participating in the review and evaluation will provide a report reflecting on the measures provided by the Office of Institutional Effectiveness and Analytics and the program's contribution to professions vital to the health, educational attainment, and quality of life of North Carolinians. The report must also include any other factors identified by the Chancellor and the UNC System President.

3. The Department Chair or School Director, in consultation with the Dean, and, for graduate programs, the Graduate Dean, will develop a response and action plan for the program to include descriptions of actions planned and actions already taken in response to the data contained in the unit report. The response and action plan should address any data trends or significant data changes over time, improvements planned, and a suggested timeline for the improvements. The response and action plan should be considered and discussed with the academic unit's faculty.
4. A completed response and action plan shall be submitted to the Dean by the Department Chair or School Director for formal review. The Department Chair or School Director will also provide the following specialized accreditation documents: all institutional responses (including but not limited to the self-study report and follow-up report(s)) and all external feedback (including but not limited to committee reports and organizational letters). Deans will examine the reflection report and response and action plan and submit those items, a one-page summary, and specialized accreditation documents to the Provost, the Graduate Dean (for graduate programs only), the Associate Provost for Institutional Effectiveness and Analytics, and the Director of Strategic Planning and Assessment.
5. At the conclusion of the Campus Review and Evaluation process, the Provost and Chancellor will examine the review materials. The Chancellor, based on the results of the Campus Review and Evaluation materials, may take action to expand, contract, or eliminate an academic program based on the review. The Chancellor's action will include one of the following determinations:
 - a. Complete: No additional action required until next academic program review;
 - b. Monitoring: Monitoring required for progress on areas defined; or
 - c. Revisions Required: Programmatic revisions are required which may include program consolidation or discontinuation.

Timeline for Campus Review and Evaluation

Summary reports for Campus Review and Evaluation of Programs are submitted annually to the university's Board of Trustees in September.

What?	Who?	When?
<ol style="list-style-type: none"> 1. Confirms the programs to be reviewed 2. Notifies the department and communicates the schedule 3. Identifies, assembles, provides, and reviews the data with participating programs 	Office of Institutional Effectiveness and Analytics	November - January
<ol style="list-style-type: none"> 1. Analyze data, complete reflections, and produce reports for Campus Review and Evaluation 	Programs participating in the review process	February - March
Develop and submit a response and action plan to the Dean	Department Chair or School Director, in consultation with the Graduate Dean for graduate programs	April-May
Examines and submits a response to the action plan (a one-page summary for each program) to the Provost and to the Director of Strategic Planning and Assessment (3 weeks)	Dean	June
<ol style="list-style-type: none"> 1. Examine all materials and make a determination about each program (3 weeks) 2. Communicates decision to the Dean and Department Chair or School Director 3. Prepares summary reports 4. Communicates decision to the Board of Trustees 	Chancellor and Provost Provost Associate Provost for IE & A Chancellor	July August August August
Reviews summary reports	Board of Trustees	September (last week)

Contacts

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