

University of San Francisco Principles for Program Review¹

This document sets forth some general principles for USF program reviews. It is meant to provide a framework. Individual schools, colleges or co-curricular programs should develop a set of guidelines that more specifically delineate the requirements for that school or college.² Click [here](#) for the USF Program review Guidelines, developed in Academic Year 2014-2015, which should be followed in the absence of guidelines from professional accreditors or school-specific guidelines. As a general matter, reviews should occur on a regular cycle of 5 – 8 years, creating an ongoing process for assessment and feedback and supporting continuing efforts at improvement.

1. Self-Study. Each program review should involve a self-study that includes:
 - a. A description of the history and current status of the department/school/university.
 - b. A statement of goals, and an analysis of strengths, weaknesses, opportunities, and threats.
 - c. A plan to achieve the goals.
 - d. Reference to the previous external review, including recommendations, and action plan, and actions taken thereupon.
 - e. Evidence of student achievement and educational effectiveness.

2. Charge to the Reviewer or Reviewers. The reviewer or reviewers should:
 - a. Assess whether the program/department/school/university is doing what it says it is doing.
 - b. Assess whether it is meeting accreditation standards, professional or otherwise.
 - c. Provide feedback about the goals, strengths, weaknesses, opportunities, and threats, and make recommendations for improvements.

3. External Reviewers.
 - a. Periodic external reviews are necessary and should include at least one reviewer that is not affiliated with the university.
 - b. External reviewers are qualified professionals from other recognized and accredited colleges and universities with expertise in the discipline or professional field of the program engaging in review with no

¹ Developed by the UAC Sub-Committee on Academic/Co-Curricular Program Review Guidelines

² For any program/department/school that is accredited by a professional accreditor (*e.g.*, ABA, AACSB, APA, etc.) that requires, reviews and provides feedback on a program review, the professional accreditor sets the relevant requirements and may serve as the external reviewer(s).

academic, financial, or familial ties to USF who visit (or otherwise appraise) and assess the program/department/school/university.

c. The Dean from each College and School commits to providing funding for the external review.

4. Response to Review (if appropriate and desired).

a. The program/department/school/university and the administration should develop an action or strategic plan with objectives and timeframes.