

## **ACADEMIC PROGRAM REVIEW CHARGE TO EXTERNAL REVIEW COMMITTEE (ERC)**

The Academic Senate is interested in the ERC's general assessment of the academic programs, research achievements, and teaching excellence of the unit under review with particular emphasis on the quality of its academic programs. The committee is charged to evaluate the unit based on the unit's self-review report and observations during the site visit. What follows are general areas the ERC may address in its review. As each unit may present unique circumstances, the committee is encouraged to investigate other areas or important issues to inform its assessment and recommendations. To facilitate the ERC's consideration of the unit's particular context, "issues statements" from various stakeholders, such as the Academic Program Review Board, the Council on Planning and Budget, the Dean of the Graduate Division, the Dean of Undergraduate Education, and the Provost & Executive Vice Chancellor, will be provided, if received.

### **Schoolwide Assessment**

- Provide an assessment of school-level strengths, areas for improvement, challenges, and opportunities, including an analysis of the school's plans to address areas of significant concern identified in its self-review report.
- Assess the school's overall portfolio of undergraduate and graduate programs, commenting on whether any curricular realignment or refinement may be necessary (e.g., addressing any significant gaps or overlap among programs).
- Consider whether the school's allocations of resources are made equitably and effectively in order to support and advance both school- and department-level academic priorities.
- Assess the school's efforts to foster interdisciplinary research or teaching collaborations within and across its units.
- Examine the school's engagement efforts outside the campus, such as community outreach or pipeline initiatives that promote access and/or readiness to the school's academic programs.
- Evaluate how the school demonstrates its commitment to inclusive excellence, including initiatives or programs to recruit and retain diverse faculty, staff, and administrators.
- Investigate other issues that have significant impact on the school's academic programs.

## **Departmental Assessment**

*(for each department/area)*

- Investigate the quality, design, and academic rigor of the department's undergraduate and graduate programs, including student success outcomes (e.g., time to degree, advanced educational opportunities and/or employment for program graduates) and contributions to the education of UCI students overall. For graduate programs, please pay special attention to the financial support, professional development, and mentoring opportunities provided to students, as well as post-graduation job placement outcomes.
- Evaluate how the department's efforts and initiatives to recruit and retain undergraduate (freshmen and transfer) and graduate students promote student success and demonstrate a commitment to inclusive excellence.
- Assess the department's research culture and environment (including infrastructure, funding, etc.) for faculty and graduate students and evaluate how the department engages undergraduate students in research.
- Assess how effectively the department utilizes its resources to meet its teaching and research mission based on a mutual understanding between the department and the school leadership.
- Investigate other issues that have significant impact on the department's academic programs.

## **Review Report and Submission**

The ERC is to report its findings concisely in the form of a written report, referring to the unit's self-review report and other materials, as appropriate and applicable, to avoid repeating the same information. The report should be single-spaced and 20-50 pages in length, reflecting the size and complexity of the unit. The report should include the following:

- Overall assessment of the unit
- Strengths and achievements of the unit and its departments/areas
- Feedback on school- and department-level goals and plans
- Areas of improvement, including recommendations to address them and the rationale for each recommendation

We ask that recommendations be prioritized with critical ones marked as such and be addressed to administrators/offices most responsible for addressing them, such as the dean,

department chairs, the provost, the Senate, etc., to the extent possible. Recommendations related to resources should only focus on utilizing the unit's existing resources.

As the ERC can structure the report flexibly in a way that best addresses these items, we ask that the report begin with the following:

- Executive summary highlighting key findings
- Introduction providing any context necessary for understanding the report and describing how it is structured to convey the ERC's findings and recommendations

The Senate office will provide a template including the cover page which identifies the unit reviewed, site visit dates, and ERC membership.

The ERC's report should be submitted **only to the Academic Senate at [academicprogramreview@uci.edu](mailto:academicprogramreview@uci.edu)**, not to the unit or any faculty/administrator, **no later than three weeks after the last day of the site visit.**