Reviewers Guidelines for Academic Program Reviews

During the review process, the reviewers are encouraged to evaluate and give an assessment of the academic program with respect to the areas shown below. Reviewers should not feel confined to the areas specified and can examine and comment on other areas they deem important to the review process.

Please examine the department and its programs and make recommendations that will help in planning improvements. Your resources are a self-study report prepared by the department, copy of the last program review, information you gain through personal interactions while visiting Texas A&M University-Commerce, and any additional information requested by you or by the department. Within the broad charge of recommending ways the school/department can continue to improve are the below areas that we would like you to address. Please use the Academic Program Reviewer’s Report Form to provide your comments.

- **Program Review Summary**
  Reviewers should provide an overall summary of the program review. The summary of the program review should include, but is not limited to, the following:
  - Based on the data/information provided by the self-study report or gathered by the review committee, what are the school/department/program’s overall strengths and weaknesses?
  - How well do the school/department’s mission, purpose and vision of program and strategic goals align with those of its college and with those of Texas A&M University-Commerce?
  - How would you compare the program with its peers?
  - With only current resources or a modest infusion of new ones, what are your priority recommendations that could improve the school/department’s performance, marginally or significantly?

- **Academic Program Overview**
  Factors that reviewers should consider include, but are not limited to, the mission, purpose and vision of program, changes in the past five years, and alignment of program and institutional goals.

- **Faculty Profile**
  Factors that reviewers should consider include, but are not limited to, faculty qualifications, terminal degrees, publications, external grants, teaching load, and faculty/student ratio.
• **Student Profile**
  Factors that reviewers should consider include, but are not limited to, student demographics, time to degree, student publications and awards, retention rates, graduation rates, student enrollment, licensure rates (if applicable), graduate placement, and number of degrees conferred annually.

• **Program Curriculum and Duration in Comparison to Peer Programs**
  Reviewers should determine if the program curriculum and duration are comparable to its peers.

• **Program Facilities and Equipment**
  Reviewers should determine if facilities and equipment are adequate to support the program.

• **Program Finance and Resources**
  Factors that should be considered include, but are not limited to, wages, travel, supplies, contracted services, operating, maintenance, and non-state funds over the past five years.

• **Program Administration**
  Factors that reviewers should consider include, but are not limited to, applications, acceptances, matriculations, graduate and undergraduate student orientation to the program, program requirements, and career opportunities.

• **Program Planning and Evaluation Processes**
  Factors that reviewers should consider include, but are not limited to, program planning and evaluation processes (IE documents).