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Marshall University
PROGRAM REVIEW

**Process and Criteria for
Designation of "Program of Excellence"**

The following provides a guideline for those academic programs that request a designation of "Program of Excellence." The process and criteria will help the programs make an initial judgment as to whether they meet these indicators of program excellence, and will help them to prepare their self-study report. The following process and criteria will also better enable the Academic Planning Committee and Graduate Council to evaluate the self-study reports during the program review process. The self-study report should follow the reporting format and be complete. The report should provide a convincing statement, and include adequate supporting data, as to why the program should receive the designation of excellence.

There are three aspects, namely: **CRITERIA, SELF-STUDY AND EXTERNAL EVALUATION, and PROGRAM REVIEW.**

1. Criteria: Program being considered for excellence must meet the following criteria:

- **Recognition.** Should have received state or national high recognition as a distinguished program or some other clearly defined indicator appropriate to its mission.
- **Curriculum.** The curriculum should be rigorous and provide excellent preparation. The curriculum, when appropriate, should include culminating experiences, such as a capstone course. Internships and practicums may be appropriate.
- **Faculty.** Faculty should hold terminal degrees. However, alternative credentials such as exceptional artistry and/or scholarship, or work experience in the teaching field may be appropriate as determined by the college/department. Demonstrable evidence of faculty achievement and artistic and/or scholarly activity should be provided.
- **Students.** There should be strong evidence of student academic success, special skills, licensure rates, special distinctions of students.
- **Graduates.** There should be evidence of high rates of success of graduates in career placement and/or graduate and professional schools.
- **Assessment.** The program should have a strong assessment component and have an effective process for utilizing assessment data, particularly feedback from graduates, in improving the program.
- **Accreditation.** The program should hold national or specialized accreditation, if such accreditation is available. Accreditation criteria must be met fully.
- **Advisory Committee.** The program should have an external advisory committee as stated in the self-study guide.

2. Self-Study and External Evaluation: An academic program may consider one of the following two options for program review with request for designation of "Program of Excellence":

- (a) A five-year program review cycle and external review; or
- (b) For a program seeking accreditation, immediately following the award of program accreditation, and thereafter according to the accreditation time cycle.

(a) **Five-year program review cycle and external review.**

1. *The program should notify the Provost of its intention to request the designation of "Program of Excellence" for a program by October 15 prior to the academic year of the program review (for example, for the 2007-2008 program reviews this date would be October 15 of 2006).*
2. The Provost will select a three-person review committee external to Marshall University by December 15 of the year prior to the academic year of the program review. The Provost may request from the College/Department nominations of external review committee candidates. The Provost will contact candidates and identify the three persons to serve on the external review committee. The review committee members will be requested to visit the Marshall University campus and program, at the same time, for one day and submit a report to the Provost.
3. The program unit will submit the self-study report to the Office of Academic affairs (OAA) by March 15 of the year prior to the academic year of the program review.
4. The OAA will send the program self-study report to the external committee for review and give the deadline of August 15 for response (evaluation report).
5. The OAA will send the external-committee evaluation report and program self-study to the Academic Planning Committee (APC) or Graduate Council (GC) by October 15 of the academic year of the program review.
6. The Dean will make a presentation to the APC or GC justifying the designation of excellence for the program by November 1. The respective committee will then evaluate the program.
7. Next steps follow normal program review procedure for the APC and GC.

(b) **Immediately following award of program accreditation.**

1. The program unit submits the self-study and accreditation report by the first October 15 deadline following notification of accreditation.
2. Same as 6, 7 above.

3. **Committee Program Review:**

1. At the end of the 5-year (or accreditation) period the programs *will re-apply for the designation of "Program of Excellence"* for the next period (5-year or accreditation period).
2. Normal procedures of the APC or GC will be followed with the options of paper balloting and executive sessions by voting members when appropriate.