Key Points for Academic Program Review (APR)

The systematic review of academic programs at UNT is an integral part of strategic planning and institutional effectiveness. APR is an opportunity to critically examine academic programs and reflect on departmental processes. Through a rigorous self-study, APR helps identify strengths and weaknesses, future direction, resource needs and priorities for the programs under review. APR should be a departmental project, with faculty input at all levels. APR provides faculty and students the opportunity to participate in setting strategic goals for the department. APR is an essential element in UNT’s institutional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and, at the graduate level, is required by the Texas Higher Education Coordinating Board (THECB). UA manages the review process, working in close collaboration with academic departments and college leadership.

***Selecting Potential Reviewers***

The academic department must nominate 10 potential reviewers for the on-site visit. The department should not contact the potential reviewers. The potential reviewers must have subject matter expertise and they must be employed by institutions of higher education outside of Texas. They must be part of a program that is nationally recognized for excellence in the discipline and preference is given to faculty from tier one research institutions. The list is due to the office of University Accreditation (UA) by **August 15, 2022**. UA contacts the reviewers to request their service as an external reviewer. The externally reviewers must affirm that they have no conflict of interest related to the program(s) under review.

***Self-Study***

1. Use a single form for programs that have similar CIP codes.
2. Do not copy and paste large sections of text into the report. Summarize it and either:
   1. Provide a hyperlink (URL) to the full description or
   2. Copy and paste it into a separate document and UA will link it to the final report.
3. Return the self-study report as a Word document.
4. Return attachments and appendices separately as pdfs or word documents.
5. Provide a descriptive name for each attachment.
6. Include all faculty in writing the report. Let faculty see and comment on the report as it is assembled.
7. Review the report for “voice”. Third person is preferred.
8. Review the report for consistency in font style, size and spacing.
9. Review the report for grammatical errors.