

Departmental and Program Review

Oversight:

The review process is the task of the Academic Program and Standards Committee with the guidance of the Assistant Provost for Academic Affairs.

Timing:

Department/Program

Fall semester

Department/program produces a *self-study*, outlining its current state, its goals, and the means both to achieve and to measure the achievement of these goals.

Spring semester

Department chair/program coordinator meets with APSC to discuss self-study and questions for the reviewers

Campus visit by a team of (normally) two external evaluators

Team provides written reports on the self-study in the wider context of peer departments and programs, and on the degree to which the self-study and the team's assessment conform. APSC reviews the final report and reports back to the department its assessment and recommendations. Department representatives may also meet with the committee to discuss report if the department chooses to do so.

Ten-Year cycle:

The entire academic program will be reviewed on a ten-year cycle. The following is the tentative schedule.

2019-2020 Africana Studies [*moved from 2017-18 to accommodate sabbatical cycle*], Center for Advising, Internships & Lifelong Career Development: Internships and Access & Disability Services, Community Studies [*moved to the next 10 year cycle following Spring 2019 merger with the Center for Civic Learning and Action*], Educational Studies [*first review of new program; moved from 2018-19 to accommodate retirement and sabbatical cycle*], [NOTE: Educational Studies on-campus visitations postponed from Spring 2020 until Fall 2020 due to COVID-19 outbreak.] Library [*moved to 2021-22 due to COVID-19*], Trout Gallery

2020-2021 Center for Global Study and Engagement [*moved from 2018-19 to accommodate staffing changes and then COVID-19 in Fall 2020; being moved to next ten-year cycle*] [NOTE: Educational Studies on-campus visitations postponed from Spring 2020 until Fall 2020 due to COVID-19 outbreak.]

2020-2022 Middle States Accreditation Self-Study

2021-2022 Library [*Moved from 2019-20 due to COVID-19*], Center for Advising, Internships & Lifelong Career Development: Career Center and Advising

2022-2023 Biology, Biochemistry and Molecular Biology, Chemistry, Earth Sciences, Health Studies, Mathematics and Computer Science, Physics and Astronomy, Environmental Studies/Science, Neuroscience

2023-2024 Classics, Philosophy, Religion, French and Francophone Studies, German, Italian and Italian Studies, Russian, Spanish and Portuguese

2024-2025 English, Creative Writing, Art & Art History, Theater and Dance, Music, Center for Civic Learning & Action [*1st review*] {*Five year interim report from the Center for Global Study and Engagement*}

2025-2026 Data Analytics, Film Studies, History, Economics and Quantitative Economics, Political Science, Psychology, Writing Program

2026-2027 American Studies, Latin American, Latino & Caribbean Studies, Anthropology and Archaeology, International Studies, Security Studies, Medieval and Early Modern Studies

2027-2028 East Asian Studies (Chinese and Japanese), Middle East Studies, International Business and Management, Law & Policy, Sociology, Women's, Gender and Sexuality Studies, Judaic Studies

2028-2029 Africana Studies, Clarke Forum, Center for Sustainability Education (CSE), ALLARM, College Farm, Center for Global Study and Engagement, Educational Studies

2029-2030 Center for Advising, Internships & Lifelong Career Development [Advising, Career Center, Internships, ADS/SOARS], Library, Trout Gallery

2030-2032 Middle States Accreditation Self-Study

2032-2033 Begin the cycle again

Preparing the Self-Study (Academic Resources)

In the Spring preceding the Fall Self-Study, Assistant Provost Deb Bolen will convene a meeting with representatives of the departments scheduled for external review.

During the Fall semester, the **administrative assistant** will need to collect and organize the following documents and submit to Bonnie Lehman **electronically no later than December 1**. (NOTE: the self-study should be submitted as an email attachment to lehman@dickinson.edu):

1. The most recent curriculum vitae for each current professional staff member
2. Any relevant data, exhibit schedules, attendance figures, examples of brochures/programming, etc. to be sent to the reviewers

During the Fall semester, prepare the following:

1. A list of at least ten potential external reviewers. The list should include brief biographical information (educational background, research interests, teaching focus), as well as contact information (phone, email, institutional mailing address). This information should be available on the institution's website. Reviewers should be selected using the following criteria: (a) no actual or perceived conflicts of interest (do not include dissertation adviser for any departmental faculty); (b) broad representation of critical expertise; (c) peer-quality of both department and institution; (d) some knowledge/experience with Dickinson (e) experience as an evaluator (someone who evaluated here in the past would be helpful in recognizing changes and advancements (f) current faculty member (not on sabbatical or emeritus); (g) some assessment knowledge/experience; (h) cost-effectiveness re: travel expenses; (i) from an institution in the Middle States region. **Please note: this list, as well as good/bad dates for the spring on-campus visit, should be submitted to Bonnie Lehman no later than September 30.**
2. The self-study narrative which should address each of the questions listed at the end of this document. **
3. A short list of specific topics and points of concern for the Academic Program & Standards Committee to use in preparing its questions about the department for the external review team. These should focus specifically on the role of the department within the college as a whole. **
4. A list of specific questions for the external reviewers pertaining to the goals of the department and strategies by which to achieve them. **

**** Items 2-4 should be submitted electronically no later than December 1.**

Questions to be Addressed in Self-Study Document

1. Include current mission statement.
2. Describe the current shape of your program and place it in the context of the current state of your peers. Please pay special attention to any changes made since your last evaluation, and what you now consider most essential to your mission. Be sure to address each of the following:
 - a. Describe special strengths of your program
 - b. Describe areas of weakness, challenges or areas that need further development to bring you up to current standards in your field.
 - c. Describe any innovations developed by your program.
3. If applicable, describe the specific program goals as they relate to the academic program. Describe the department's practices in assessing the progress of students toward achieving these goals. (Attach assessment plan and at least the most recent report.)
4. If not already addressed in #2 above, describe the way in which your program fits into and enhances the liberal arts curriculum at Dickinson.
5. Describe the way in which your program aligns with the college's new strategic plan, including Global Perspectives, Sustainability and Civic Engagement.
6. Describe the ways in which the department provides opportunities for students to pursue independent study/research/internships/employment within your program. Include specific examples of projects undertaken and how these have enhanced the student learning experience and contributed to your mission.