FAQ's for Academic Units
Updated May 2023

1. *What are the major steps of Marquette's academic program review process?*
   a. A Provost's Summit is held to establish a set of three strategic issues for the self-study and the review.
   b. After the summit, the unit identifies at least 5 potential reviewers and works with the Office of Institutional Research and Analysis (OIRA), the Assessment Director, and the Office of Finance to identify data needed for the self-study.
   c. External reviewers are invited to participate in the review and the campus visit dates are established by the Provost's office in consultation with the academic units.
   d. The self-study is completed by the unit four weeks prior to the visit, reviewed by the Office of the Provost and shared with the reviewers two weeks prior to the visit.
   e. While on campus, the reviewers meet with unit leadership, students, faculty, the Program Review Council (PRC), and the Provost.
   f. The external reviewers' report is submitted two weeks after the campus visit.
   g. The academic unit leadership meets with the PRC to discuss reviewer recommendations.
   h. The PRC establishes a set of recommendations and forwards them to the Provost.
   i. The academic unit meets with the Provost and Vice Provost for Academic Affairs to develop an action plan.
   j. The action plan is approved by the Provost and shared with the PRC.
   k. Action steps that are identified as priorities for the unit and the college are included in the dean's annual college review and plan.

2. *What is the purpose of the Provost's Summit?*
   The purpose of the Summit is to discuss a set of three strategic issues proposed by the academic unit to serve as the focus of the review. Based on the discussion, revisions may be needed.

3. *Who should attend the Provost's Summit?*
   The department chair and dean typically attend the Provost's Summit. They may invite members of their leadership team to attend, particularly those who will lead the development of the self-study. For academic support units, the director and members of the leadership team who will lead the development of the self-study should be invited to attend. Attendees from the Provost's Office include the Vice Provost for Academic Affairs, the Dean of the Graduate School, and the Provost.

4. *What does the unit need to prepare for the Provost's Summit?*
   A draft of the strategic issues statement should be submitted to the Office of the Provost two weeks prior to the Summit.

5. *What does the unit need to submit after the Provost's Summit?*
   Within two weeks after the Summit, the unit should submit a revised set of strategic issues and a list of 5 potential external reviewers. The unit should work with the administrative staff in the Office of the Provost on potential campus visit dates. The unit can begin to work with OIRA and Office of Finance on supporting evidence for the self-study.

   Ideally, campus visits will not take place in summer, over the holiday break or times when students and faculty are not available for meetings.

6. *When do virtual site visits by reviewers begin and end?*
    Virtual visits last 1½ days based on availability of reviewers and campus groups.

7. *How large is the review team?*
    There will typically be two members of the review team, who work together to coordinate all the activities of the team and submit the final report.

8. *Who selects the review team?*
    The academic unit will provide the Vice Provost for Academic Affairs with the names of 5 potential reviewers and identify one individual as a possible team lead. The Provost will make the final selection of the reviewers, based on the strategic issues and also availability of the reviewers. On occasion, a reviewer who is not on the list may be invited because of his or her expertise, experience, and availability.

9. *Is there a format for the self-study?*
    Yes, it can be found on the Academic Program Review website. The guidelines include information for both academic units and academic support units.

10. *How long should the self-study be?*
    The actual self-study should be 25-30 pages.

11. *Do academic units have access to self-studies from the program reviews of other Marquette academic units as a reference for their own self-study?*
    Yes. These are in a separate folder on the Program Review SharePoint site and units are asked if they are willing to make these available to their colleagues.

12. *Where do academic units find the data needed for the self-study?*
    The units should carefully review data in the Office of Institutional Research and Analysis [Program Review Data Repository](). If additional data is needed or if they need help with analyzing data, they should contact the Director of OIRA. The Office of Finance will provide data needed for the financial profile, which will also be available in the [Program Review Data Repository](). Additionally, an individual from the Office of Finance is a Program Review Council member and is available to assist. Information for the Assessment Process Rating Guide, which is provided by the University Assessment Committee (Appendix IV) will also be available in the [Program Review Data Repository](). The Assessment Director is also a member of the Program Review Council.

13. *How do reviewers access the self-study documents prior to the visit?*
    The self-study documents will be emailed to the reviewers two weeks before the visit.

14. *What documents are on the program review SharePoint site for the academic unit under review?*
    A self-study documents folder will contain the strategic issues statement, the self-study, data, and the visit schedule.

15. *When do the academic units need to complete their self-study?*
    We ask the units to complete the draft of their self-study four weeks before the external visit so it can be reviewed by the Office of the Provost. The final self-study is due to the Office of the

Provost two weeks before the review and is shared with the external reviewers two weeks prior to their campus visit.

16. *Who develops the review schedule?*
The academic unit is responsible for developing the review schedule with support from, and based on a template provided by, the Office of the Provost. The schedule should include the names of students, faculty and administrators who will meet with the reviewers. Ideally, meetings with various constituencies should focus on the strategic issues and the self-study.

If the academic unit wishes to have an exit interview with the review team, it should include this on the schedule, working with the Office of the Provost.

17. *What takes place during the meeting between the Program Review Council and the external reviewers?*
The reviewers will be asked to present a 15-20 minute report to the council regarding preliminary findings. The remainder of the meeting will be spent as a question and answer period between the council members and the reviewers.

18. *What happens after the reviewers turn in the final report?*
The PRC will meet with the academic unit leadership to discuss the recommendations of the report in preparation for the PRC's report and recommendations. The PRC then submits its recommendations to the Provost.

19. *How should the academic unit prepare for the meeting with the Provost to develop an action plan?*
The academic unit should review the external report, the PRC recommendations, and the self-study to develop a proposal for an action plan with specific steps that address the strategic issues. A summary of the approved action plan will be shared with the PRC and saved on the Academic Program Review SharePoint site.

20. *How are the action steps implemented?*
Normally, after the action steps are established, the dean (or unit leadership) will incorporate the implementation strategies into the college's annual plan. There is a three-year follow-up meeting to review the action plan.