

The Comprehensive Program Review Process

The comprehensive program review (CPR) process is under the purview of the vice provost for academic affairs (VPAA), in cooperation with the dean of undergraduate education, the dean of the graduate school, and the academic dean and the individual departments. Comprehensive program reviews are administered through the Office of Educational Effectiveness (OEE). Daniel Schweitzer serves as the primary point of contact for all questions and concerns regarding the CPR process and can be reached by phone at 716-645-3089 or by email at ubcpr@buffalo.edu.

This document provides a summary of the timeline of events that will occur during the CPR process, and is intended to assist academic deans and department chairs in planning for upcoming reviews. A tentative timeline of upcoming reviews can be found on OEE's internal website at:

<http://www.buffalo.edu/oeo/cpr/CPR-schedule.html>

Contents

Initial Contact – One year prior to review	2
Orientation Meeting – 10 to 12 months prior to review	2
Potential Evaluators – Nine to 10 months prior to review	2
Setting Dates – Nine to 10 months prior to review	3
Self-Study Document – Due five weeks prior to review	3
Site Visit Itinerary – Due four weeks prior to review	4
External Evaluator's Report – Due four weeks after the site visit	5
Action Items Meeting –four weeks following the receipt of the external evaluator's report	5
Progress Review Follow-up –18 months following the action items meeting	5
Funding	5

Initial Contact – One year prior to review

Approximately one year in advance of the review (in January for spring semester reviews and in September for fall semester reviews), the Assistant Vice Provost of Educational Effectiveness will contact the appropriate academic deans via email to remind them of the scheduled program review(s) for the following academic year.

It is the responsibility of the academic dean (or designee) to inform the appropriate department chair of the upcoming review and copy UBCPR (ubcpr@buffalo.edu) on any communications with the department. If there are any extenuating circumstances that would not allow for the scheduled CPR to happen, the academic dean should address these issues with the AVPEE at this time.

Orientation Meeting – 10 to 12 months prior to review

After the AVPEE and the academic dean agree to move forward with the scheduled reviews, Daniel will reach out to the individual departments to schedule an orientation meeting to discuss the review process and answer any initial questions that the department may have. The attendees of this meeting are the department chair, directors of graduate and undergraduate study (where applicable), Carol Van Zile-Tamsen (Assistant Vice Provost for Educational Effectiveness), Daniel Schweitzer and any other departmental faculty/staff as determined by the chair.

Potential Evaluators – Nine to 10 months prior to review

Following the orientation meeting, the department should compile a list of approximately four to six (*depending on the type of review; see below) potential external evaluators (including links to their CV's and/or bio-sketches) and send them to Daniel. The potential external evaluators should fulfill the following criteria:

- Full professor from a public, Research I, AAU.
- Have no significant prior or present connections to the department/program.
- Have not been the mentor or mentee of a faculty member.
- Have not engaged in collaborative research or published with a member of the unit within the previous 10 years.
- Should not have a significant personal or professional relationship with a unit member.

Please informally reach out to the potential external evaluators to gauge interest. Once you have a list of potential evaluators who confirmed they might be available and willing, please send that list with CVs to Daniel Schweitzer. Please informally ask the individuals if they would be potentially interested before sending names to Daniel for vetting by the deans.

*A list of a minimum of four potential external evaluators should be provided if only a graduate or only an undergraduate level review is being conducted. A list of a minimum of six evaluators should be provided if the review is comprehensive (involving both graduate and undergraduate programs). Depending on the nature of the review, only two or three candidates will actually serve as external evaluators.

Once received, Daniel will share the list of potential evaluators with the VPAA, UG dean (where applicable), Assistant Vice Provost of Undergraduate Education, AVPEE, the academic dean and the

cognizant associate dean to be reviewed and approved. Upon approval, Daniel will notify the department via email.

One internal reviewer, appointed from amongst the members of UB's Assessment Council, will be assigned to review your self-study and any department online presence. This internal reviewer will complete a [SUNY Council on Assessment Institutional Effectiveness Rubric](#), and will not attend site visit meetings with the external reviewers.

Setting Dates – Nine to 10 months prior to review

Directly following the approval of the list of potential external evaluators, the department should work on setting dates for the review. The best way to do this is to first select several two-day dates that work for the entire faculty. Next, the department should select the top potential evaluators from the approved list, and reach out to them *informally* to see if any of the selected dates are viable options. If one or more of the top potential evaluators cannot participate because of scheduling conflicts, contact the next evaluator(s) on the list, and so on.

When the department and the evaluation team have agreed upon three different sets of dates, those dates and the names of the external evaluators should be shared with Daniel, who will then contact the provost, deans and associate deans to check their availability.

Once it is determined that a set of dates works for all parties listed above, Daniel will notify the department of the final review dates, via email. Daniel will send official invitations to the evaluation team via email, with copy to the department chair.

Closer to the review date, the Assistant to the Department Chair/Department Assistant will book the hotel accommodations for the evaluation team. The department should choose the hotel they would prefer their guests to stay in, using the list of acceptable hotels on UB's Administrative Services Gateway website: <http://www.buffalo.edu/administrative-services/managing-procurement/commonly-purchased-goods/hotels-for-ub-guests.html>.

Each member of the evaluation team is responsible for booking their own travel accommodations and sharing them with the department. Please see the "Travel Expense Reimbursement Guide" on the OEE's internal website for guidelines on booking travel arrangements: <http://www.buffalo.edu/oeecpr/CPR-Process.html>

Self-Study Document – Due five weeks prior to review

The department is responsible for producing a self-study document according to the guidelines which can be found on the OEE's website: <http://www.buffalo.edu/oeecpr/CPR-Process.html>

The self-study should be submitted to Daniel **no later than five weeks prior to the review**. Daniel will then share the document with the VPAA, UG DN (where applicable), the Assistant Vice Provost for Undergraduate Education, the academic dean, cognizant associate dean, and Carol Van Zile-Tamsen to be reviewed and approved.

Once the self-study is approved by the deans, Daniel will notify the department via email. If revisions to the self-study are necessary, Daniel will relay the necessary changes to the department, who should then revise the self-study and re-submit the document to Daniel, to be shared with the deans for a second review and approval.

When the self-study is approved, the department chair should send it self-study to the evaluation team **no later than two weeks prior to the site visit** and copy Daniel on the correspondence.

Site Visit Itinerary – Due four weeks prior to review

The department is responsible for creating an itinerary for the two-day site visit. The completed itinerary should be submitted directly to Daniel for review **no later than four weeks prior to the review**. Once the itinerary is reviewed and approved, Daniel will notify the department via email. The department should send the itinerary to the evaluation team **no later than two weeks prior to the site visit** and copy Daniel on the correspondence.

There are some meetings that are coordinated by OEE, and they are as follows:

On the first day:

- Orientation Meeting – This 30-minute meeting is held on the first day of the visit at 9:00 a.m. This meeting will be held within the department and the department is responsible for booking the room. The attendees of this meeting are Carol Van Zile-Tamsen, Assistant Vice Provost for Educational Effectiveness, and the evaluation team.

On the second Day:

- Exit Interview – This one-hour meeting is the last major meeting, scheduled on the second day of the review. This meeting generally commences at 1:00 pm. This meeting will be held in Capen Hall, the exact location may vary. The attendees of this meeting are the provost, VPAA, Undergraduate Dean, the Assistant Vice Provost for Undergraduate Education, the departmental Dean, Carol Van Zile-Tamsen and the evaluation team.

In addition to the meetings scheduled by OEE, the itinerary should also include the following meetings/events:

- Dean and Cognizant Deans meeting with reviewers from 11:30-12:00 on the first day
- Meeting with the department chair and/or program director.
- Meeting with the directors of graduate and undergraduate study (where applicable).
- Meeting with the graduate students and undergraduate students (where applicable).
- Meeting with the admissions committee.
- Meeting with any subcommittees.
- Meeting with postdoctoral scholars and/or clinical faculty (where applicable).
- Meeting with the staff.
- An all-faculty meeting.
- **A one-hour (minimum) time for the evaluation team to meet alone at the end of day 1.**
- **A one-hour (minimum) time for the evaluation team to meet alone directly preceding the 1:00 Exit Interview at the end of day 2. This can be during their lunch.**
- Paperwork Meeting – The departmental designee will meet with the evaluators before they leave campus to collect the signatures and receipts necessary for payment of honoraria and travel reimbursement.

The department is responsible for coordinating the travel to and from the airport, hotel and campus, and also for escorting the evaluation team to all meetings. The department may take the evaluation team out to dinner on one or both days of the review. See the *Funding* section for information on payment.

External Evaluator's Report – Due four weeks after the site visit

The external evaluator's report should be sent directly to Daniel, who will share it with the provost, VP, UG DN (where applicable), the Assistant Vice Provost for Undergraduate Education, the academic dean, cognizant associate dean, Carol Van Zile-Tamsen and the department chair. See the [Instructions for External Evaluators](#) on OEE's website for details on the external evaluator's report.

Action Items Meeting –four weeks following the receipt of the external evaluator's report

The Action Items meeting is for the department chair, academic dean, cognizant dean, assistant vice provost for educational effectiveness, the vice provost for academic affairs, and the dean of undergraduate education (if there is an undergraduate component to the program review) to discuss the evaluators report and next steps for the department.

The Action Items meeting is an opportunity for all parties to agree upon goals and action items the department should work towards over the next 18 months. These goals might include proposals for new or different faculty or staff hires. *Ongoing personnel issues should not be discussed during this meeting, and should be addressed directly with the dean's office.*

Following the action items meeting, OEE will share a list of action items with the attendees of the meeting. Once all attendees agree on the list, a final version will be circulated.

Progress Review Follow-up –18 months following the action items meeting

Eighteen months after the action items meeting, OEE will reach out to the department chair and ask for comment on each of the agreed upon action items. Using the Action Comments Form, the department chair will provide a written update of progress made on each item and submit it to OEE, who will then distribute the update to the VP, UG DN (where applicable), the Assistant Vice Provost for Undergraduate Education, academic dean (and/or designee), and cognizant associate dean.

Funding

- Comprehensive Program Review funds are State dollars.
- External evaluators will receive a \$1,000 honorarium. Please note that the honoraria amount is fixed by SUNY regulations to a maximum amount of \$500 per person per day.
- External evaluators will pay for their travel costs (excluding hotel) upfront, and be reimbursed by the department after the site visit.
- Funds to cover external evaluators' honorariums, hotel rooms, travel reimbursement, and hosting meal costs will be housed in a joint OEE/department program review account. The department is responsible for processing appropriate payment for the external evaluators' honorariums, hotel rooms, travel reimbursement, and reimbursing UB faculty for out-of-pocket hosting meal costs from this account.
- Graduate-only or undergraduate-only reviews with two external evaluators will receive a budget of \$4,000. Comprehensive program reviews covering both graduate and undergraduate programs with

three visiting external evaluators will receive a budget of \$6,000. See the following suggested budget breakdown on the next page.

- Unused funds will be swept back into the OEE account for future reviews, and departments must cover the any costs of the review that exceed the allotted amount.
- OEE will work with the Provost's Resource Planning group at the beginning of the semester of the site visit to provide the departmental designee with access to the program review account.

graduate-only or undergraduate-only reviews - 2 external reviewers			
item	cost	quantity	total
external reviewers honoraria	\$1,000/person	2	\$ 2,000
hotel room	\$110/night, two nights, two reviewers	4	\$ 440
travel reimbursement	\$550/person	2	\$ 1,100
hosting meal costs (two dinners, two lunches)	\$460		\$ 460
total			\$ 4,000

comprehensive reviews - 3 external reviewers			
item	cost	quantity	total
external reviewers honoraria	\$1,000/person	3	\$ 3,000
hotel room	\$110/night, two nights, three reviewers	6	\$ 660
travel reimbursement	\$550/person (average per evaluator 2014-2018)	3	\$ 1,650
hosting meal costs (two dinners, two lunches)	\$690		\$ 690
total			\$ 6,000

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