	Undergraduate Programs Policies Manual	Policy Number	UP-06
جامعة الإمارات العربية المتحدة United Arab Emirates University **UAEU**		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Periodic Program Review	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 1

6. Periodic Program Review

Overview

Describes the requirements for periodic review of all academic programs offered at UAEU.

Scope

Applies to undergraduate and graduate programs at UAEU.

Objective

Promotes institutional accountability and effectiveness in securing academic programs that:
1. are student centered;
2. meet national needs;
3. meet international standards for the qualification and the discipline;
4. have the curricula, pedagogy and resources required for students to succeed;
5. are regularly evaluated and adapted; and
6. give enduring academic credential to the graduate.

Policy

1. All academic programs are reviewed once every 5 years.

2. Program reviews include a comprehensive check on the academic programs' conformance to the requirements of the UAE Qualifications Framework and the extent they follow the descriptive criteria associated with the appropriate level of Framework.

3. The PPR is faculty-led, evidence-based, student-focused and based on peer-review.

4. The PPR generates a plan of action to develop the academic program, which is linked to the College and UAEU planning and budgeting processes. Progress against the action plan is monitored periodically at College and UAEU levels.

5. Students are included at each stage of the PPR process, including production of the self-study, site visits, and action planning. Each academic Department determines how best to fulfil this policy requirement.

6. The budget for the PPR is held and administered by the Vice Chancellor. The procedures for the PPR apply to both undergraduate and graduate programs and are maintained and administered by the Office of Institutional Effectiveness.

7. The student retention, graduation, and employability rates are considered as key performance measures of the program's success and shall be included, among others, in any program review, and in any proposal to modify or cease offering a program.

Procedures of Policy No. (6) - Periodic Program Review

1. Principles of Periodic Program Review

a) Periodic Program Review (PPR) at UAEU is a process that allows the University to assess the well-being of an academic program, the academic development of the program, and strategic issues affecting the program. Assessments include how well the program aligns to the mission and goals of the UAEU, and the College.

b) PPR is a faculty-led and collegiate process, involving academic peer reviewers internal and external to the university. It is evidence-based, drawing on multiple forms of data and input provided by a critical Self-Study and observations made in a site visit.

c) PPR is formative. It leads to recommendations to develop the program and an action plan listing responsibilities at program, Department, College and senior administration levels.

d) The UAEU requirements for PPR may be satisfied by the initial and continuing requirements of accreditation agencies that accredit individual programs. The University may require supplementary reviews consistent with the PPR principles of the University.

2. Self-Study

a) The Self-Study should be a collaborative activity and should be prepared in compliance with the templates and guidelines provided by the Office of Institutional Effectiveness (OIE).

b) Submission of the Self-Study Report (SSR):

   (i) Visit minus (10) weeks: SSR submitted to College Dean for feedback (and revision).

   (ii) Visit minus (6) weeks: Finalized SSR is received by Director of the OIE.

   (iii) The OIE will audit the study to check compliance with University Policy requirements.

   (iv) Visit minus (4) weeks: SSR sent to Review Panel. The Review Panel may request additional information through the Chair, prior to or in the process of their review visit.

3. Composition and Responsibilities of Review Panels

a) Program Review Panel: Where there is no external accreditation process for a program, the Program Review Panel will be composed of individuals both internal and external to UAEU.

b) Chair: The Program Review Panel is chaired by one of the external members. The Chair is responsible for the management of meetings and other activities of the Review Panel. S/he coordinates review panel input into the report and recommendations and is responsible for filing the agreed report within four weeks from the date of the Review Panel visit.

c) External members of the Review Panel: The Dean is responsible for recommending at least ten reviewers for approval by the Vice Chancellor, at least six months in advance of the site visit. The criteria for selection as external reviewer are:

(i) Distinguished scholars/teachers/practitioners in the disciplinary field.

(ii) Hold a terminal degree in the appropriate discipline.

(iii)Experience with program administration and/or significant leadership role in higher education.

(iv)Experience with student learning assessment, institutional accreditation, and/or professional accreditation.

(v) Employed at an academic institution outside the UAEU; preferably appointment at an institution which the College identifies as a peer or benchmark institution.

(vi)No conflict of interest such as recent employment or consultation with UAEU.

d) Internal members of the Program Review Panel: The internal members of the Review Panel are selected by the Vice Chancellor, and will normally be two faculty external to the Department hosting the academic program.

e) The internal members of the Review Panel participate in the full range of Review Panel activities, and lend to discussions their experience of the UAEU context. They participate fully in meetings, discussions and observation activities, and can access and request the full range of information/meetings.

f) The internal members of the Review Panel have particular responsibility for ensuring recommendations are contextualized, and take account of the University mission and strategic plan.

g) Confidentiality: All members of the Review Panel are contractually obliged to preserve confidentiality of findings if these do not form part of the formal report. In exceptional cases, the Chair of the Review Panel may designate a section of the report as confidential to a specified and restricted audience.

4. Program Review Panel Visit

a) Visit minus (2) weeks: The PPR Coordinator ensures that the site visit agenda is prepared by the program in compliance with PPR Policy and Procedures and communicated with the Chair of the review panel.

b) A Review Panel will meet with:

(i) Senior UAEU and College academic administrators or their designates;

(ii) Faculty members to review and discuss examples of student work, graded at the lowest, average and highest marks.

(iii) Program Chair/teams for each program review;

(iv) Chairs of the Department's Curriculum and Assessment committees;

(v) Students;

(vi) Employers / Professional Advisory Boards; and

(vii)Alumni.

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c) The site visit should also include visits to classrooms to observe student learning, the opportunity to talk with faculty individually, and a tour of relevant facilities (library, laboratory, etc.).

d) The visit should enable the Review Panel members to formulate effective recommendations for program improvement.

5. Administrative and Logistic Support

The administration of the PPR is led by the OIE. The college hosting the program under review is responsible for the logistics of the review process.

6. Programs with External Accreditation Process

a) A modification to Sections (3) and (4), above, is applied when an academic program is being reviewed as part of a professional accreditation process, which includes international reviewers and a site visit.

b) The Office of Institutional Effectiveness will establish an Internal Review Committee (from within the University.)

c) The Internal Review Committee will review the program review standards of the external accreditation body against the UAEU standards, and inform the Department of additional information and/or procedures needed to satisfy all UAEU PPR requirements.

d) After the completion of the professional accreditation process, the Internal Review Committee will review the accreditation report and recommendations, the Self Study, and additional information provided by the College. The Internal Review Committee will prepare a supplementary report, covering any additional recommendations that might be needed to satisfy UAEU PPR requirements.

7. Post Visit Reporting and Action Planning

a) The Chair of the Program Review Panel forwards the finalized report to the Department Chair, College Dean, and the OIE for review.

b) College Council revises/approves a Department action plan (action plan gives timed, budgeted and measurable steps taking forward recommendations, or a narrative justifying why action will not be taken on a specific recommendation).

c) College Dean submits action plan to the OIE for review and feedback, if any.

d) Dean of College reports to the OIE periodically on progress against action plan according to the provided timeline.

e) The Academic Council is notified annually of progress by the OIE.