Email Template Charging ACCREDITED Program to Initiate Academic Program Review

June X, 202X

[Department Chair Name]

Department Name

Western Kentucky University

Dear [Insert Department Chair Name],

Our records indicate that [Insert Program and Program #] will undergo accreditation review with [insert accrediting agency] and the site visit is scheduled for [insert month and year]. In the new Academic Program Review system, WKU now aligns APR for accredited programs with their accreditation visits, so you will also complete APR for the program this year. The primary goal of the APR is to evaluate the quality of WKU’s educational programs and provide faculty and staff the opportunity to reflect upon the content of their programs, curricular delivery and research through an evaluation of academic program planning and effectiveness with the aim of identifying strengths and priorities for improvement.

Details including APR guidelines, self-study templates, a timeline, and other resources about the review process for last year (202X-2X) may be found at <https://www.wku.edu/academicaffairs/apr/apr.php>. By July 1, the materials will be updated to reflect refinements for this year’s review cycle. Please review this information and contact [Insert college concierge and contact info] and Dr. Rob Hale from the Provost’s Office ([rob.hale@wku.edu](mailto:rob.hale@wku.edu), 270-745-5776) if you have preliminary questions. After the materials have been updated, Dr. Hale will organize optional training this summer and will then provide required training and create cohort groups in the fall to assist you with the process.

As department chair of an accredited program, you will have the following primary responsibilities:

* Participate in training/cohort meetings in September, October/November, and January
* Collaborate with program coordinator to align your accreditation self-study with WKU’s APR self-study template
* Submit self-study on behalf of the program by January 26—if there is a reason that the report should be submitted after the deadline, you may request an extension (details provided in training)
* If a conversation didn’t happen with the Provost or a designee with accreditors during the accreditation visit, then the department chair will submit the report to Provost as a basis for a 30-minute, informational, in-person conversation prior to [step 5](https://www.wku.edu/academicaffairs/apr/apr-degree-review-process.php). Work with dean to make that determination
* If a full conversation did not occur with program faculty and the dean during the accreditation visit, then chair should schedule a meeting among us to discuss the findings of the accreditation report
* Receive the dean’s final summary and disseminate it to program coordinator and program faculty in April
* Lead implementation of action items in dean’s summary

Please see [Academic Program Review Roles and Responsibilities - Accredited Programs](https://www.wku.edu/academicaffairs/apr/documents/academic-program-review-roles-accredited.pdf)

for a complete list of roles and responsibilities.

We have worked hard to streamline this process and make it a meaningful one that leads to the identifying of strengths and challenges, and opportunities for improvement in all academic programs.. If there is anything I can do to make this a more helpful experience, please let me know.

Sincerely,

[Insert Dean’s Name]