Email Template Charging a CERTIFICATE Programs to Initiate Academic Program Review

Non-accredited program

June X, 202X

[Department Chair Name]

Department Name

Western Kentucky University

Dear [Insert Department Chair Name],

As you know, 202X-202Y is the academic year that [Insert Certificate and Program #] is scheduled for Certificate Review (CR), part of WKU’s new Academic Program Review Process. The CR process is an essential part of WKU’s ongoing efforts to ensure the educational mission is being met through the delivery of academic programs. The primary goal of CR 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 the aim of identifying strengths and priorities for improvement.

Last year’s details including updated CR guidelines, self-study templates, a timeline, and other resources about the review process may be found at <https://www.wku.edu/academicaffairs/apr/apr.php>. Updated guidelines for the new cycle will be available after July 1. After you have reviewed the updated information feel free to 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. Dr. Hale will organize optional training this summer and will create required training and cohort groups in the fall to assist you with the process.

As department chair, you will have the following primary responsibilities:

* Participate in training/cohort meetings in September and October/November.
* Submit self-study on behalf of the program coordinator and faculty by December 15.
* Meet with program coordinator, program faculty and College Review Committee to discuss the program review in February.
* Meet with dean, program coordinator, and program faculty to discuss draft of final summary.
* Receive the dean’s final summary and disseminate it to program coordinator and program faculty March 31.
* Lead implementation of action items in dean’s summary.

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]