Letter Template Charging a NON-ACCREDITED Program 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 Program and Program #] is scheduled for Academic Program Review. The Academic Program Review (APR) 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 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 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 coming year. 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, you will have the following primary responsibilities:

* Participate in training/cohort meetings in September, October/November, and January.
* Submit names of five potential [external reviewers](https://www.wku.edu/academicaffairs/apr/documents/apr-committee-and-external-review-selection.pdf) to dean by October 15.
* Contact and confirm external reviewers once dean has selected external reviewers.
* Submit self-study on behalf of the program by January 26.
* Coordinate the campus visit--communicating with Review Committee members, Dean’s Office, and Provost’s Office making arrangements for external reviewers, managing logistics, and arranging/scheduling meetings between late February and early April.
* Meet with dean, program coordinator, and program faculty to discuss the program review in April.
* 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 <https://www.wku.edu/academicaffairs/apr/documents/wku-academic-program-review-roles-and-responsibilities.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]