



Academic Program Review Companion Guide for the Guidelines Manual for Department Chairs

This two-page guide is designed to be used alongside the Academic Program Review (APR) [Guidelines Manual for Department Chairs](#). It broadly focuses on what department chairs need to know, do, and plan for with a program review.

APR At-a-Glance

- Frequency: Every 7 years
- Duration: One academic year (Summer 2026 – Spring 2027)
- Focus: Continuous improvement via the evaluation of six key areas: Assessment, Curriculum, Faculty, Students and Student Satisfaction, Online Presence (media), and Resources.

APR Experience by Semester

Summer: Self-study narrative preparation by chair, external reviewer contacted by chair

Fall: External reviewer site visit, a meeting involving faculty and the Academic Program Review Committee (APRC)

Spring: APRC findings report, roundtable with chair and senior leadership, reflection

Top 10 Chair Questions (Answered)

1. Is this a punitive process?

No.

2. Is this evaluative of me as chair?

No.

3. My program has specialized accreditation (e.g., AACSB or ABET). Do I have to participate in program review?

Yes. All academic programs participate in program review. Program review and accreditation may have some similarities, but they serve different purposes. The primary purpose of APR is continuous improvement; however, program review also exists to meet HLC accreditation requirements.

4. Can I move my review to another year?

No. Every program is reviewed on a permanent, 7-year schedule.

5. Do I have to collect data?

No *new* data is expected from the program/chair as part of the program review process. However, various existing program data (e.g., assessment outcomes data) are central to the process and will be requested. In an effort to make reviews as robust as possible, program and departmental data is collected from areas such as Business Intelligence, Watermark,



and Workday, and is provided to the chair at the beginning of the review cycle by the Office of Curriculum, Academic Effectiveness, and Policy Development (CAEPD).

6. Do I write the self-study narrative alone?

No. Faculty input is expected. Chairs should gather faculty input during the spring prior to review, while faculty are still on contract. More detail is provided in the Guidelines Manual, as well as at the chair overview meeting (scheduled for March 2026).

7. Is review information shared?

Yes. This is a transparent process, and review findings are shared with stakeholders, including members of senior leadership and the university's board of trustees.

8. Who is on the APRC?

Fellow faculty representing the various schools/colleges at MSU Denver. Current membership is available on the [APR website](#).

9. What about the APR 2-Year Program Progress Reporting process?

2-year reporting occurs during the 6-year interim between program reviews. Reporting is paused for one year while program reviews take place. The interim process resumes the following fall, after the review cycle is complete.

10. Who can I talk to for more information?

Process & expectations: Lou Moss, Executive Director of Academic Effectiveness
[@lmoss3](#)

Scheduling & logistics: Corinne Landry, Program Review Coordinator, [@colandry](#)

Faculty perspective: APRC co-chairs, Angela Busila, [@busila](#), and Jacob Welch, [@jwelch25](#)

Chair Checklist (Visit the [APR Guidelines Manual](#) for More Detail)

- Identify and contact external reviewer (manual, page 8)
- Reviewer Approval Request form due from chair by August 14 (manual, pg. 8)
- Materials to be supplied to the APR coordinator from chair by August 14 (manual, pg. 10)
- Collaborate with APR coordinator to prepare itinerary for a Mon/Tue visit (manual pg. 8)
- Site visit hosted by chair (manual, pg. 8)
- Attend faculty interview and roundtable discussion (manual, pg. 11)
- Submit 1-year follow-up (manual, pg. 11)

Chair overview meetings will be held by Lou Moss and Corinne Landry in March 2026 to discuss the information outlined above and answer any additional questions chairs may have about the process.