

# TENNESSEE TECHNOLOGICAL UNIVERSITY

## **Information for Program Reviewers**

### **WHY PROGRAM REVIEWS?**

Tennessee Technological University reviews its undergraduate programs that do not undergo accreditation review and all graduate programs on a regular cycle.

All public higher education institutions in the state must participate in a program of instructional assessment administered by the Tennessee Higher Education Commission (THEC). An additional five-percent of university's base budget is tied directly to the results of these annual evaluations. As a part of the THEC assessment system, each program must be checked for standards of quality by an external consultant. The standards have published on 2015-2020 Quality Assurance Funding Program by the Tennessee Higher Education Commission.

### **WHAT IS TO BE REVIEWED?**

The broad categories of program learning outcomes, curriculum, student experience, faculty, learning resources, and support are normally reviewed by the peer reviewer. The Program Review Rubric lists 30 criteria and 32 criteria grouped into six categories for undergraduate programs and graduate programs, respectively. THEC will use these criteria to assess standards and distribute points in to the programs reviewed. For each criterion within a standard, the responsible program has provided evidence in the form of a Self Study. Supporting documents will be available for review as specified in the Self Study.

The on-site visit schedule is developed by the department chairperson/school director and faculty, college dean, associate provost and in the case of graduate programs associate vice president for research, in consultation with the reviewers. In addition to the materials included in this packet, additional materials on the department and the program will be forwarded prior to your visit. Requests for other data should be made through the office of the college dean for the program under review.

### **THE RESPONSIBILITIES OF PROGRAM REVIEWERS**

The external reviewer(s) are professionals in the field under review and are selected based on THEC guidelines and approval.

The first responsibility of reviewer(s) is to read carefully the self-study document before the actual review and to note questions and concerns to be addressed during the review process. A brief orientation for reviewer(s) will be held prior to the review. The external reviewer(s) complete and sign the Program Review Rubric prior to the concluding session. The reviewer(s) discuss their major findings and recommendations with the department and other members of the central administration in the exit interview and agrees upon an outline of its reports before adjourning on the final day. The reviewer(s)

prepare separate narrative reports which are sent to the Associate Provost and college dean within a month (30 days) after completion of the on-campus review.

### **TO WHOM DO THE PROGRAM REVIEWERS REPORT?**

The program reviewer(s) are hosted by the department to be evaluated. An exit interview with the Provost, Associate Provost, Dean of College of Graduate Studies and Associate Vice President for Research (in the case of graduate program reviews), college dean, department chair, departmental faculty, is scheduled for the final day of the visit.

The Program Review Rubric from the Tennessee Higher Education Commission is submitted by the reviewer(s) at the end of the visit. The narrative report is submitted to the Associate Provost and college dean within one month (30 days). A copy of the report is forwarded to the Dean of Graduate Studies and Associate Vice President for research in the case of graduate programs.

### **HOW ARE PROGRAM REVIEWERS REIMBURSED?**

Program reviewer(s) will receive an honorarium following the receipt of the written report as indicated in a contract with Tennessee Tech University. The reviewer is responsible for paying all travel related expenses associated with the site visit.

Checks are normally in the mail two or three days after a request is made by Dean's office to Accounting.