

WKU Academic Program Review Roles & Responsibilities (rev. 7/17/25)

Accredited Programs

Provost's Office

- Oversees the review cycle
- Oversees the Annual Calendar/Schedule of Review
- Provides training for cohorts each year
- Provides training and orientation for Review Committees
- Attends the final session with the Review Committee (if Applicable)
- Receives the final summary from the dean and accompanying document
- Oversees the university process for consistency

Dean/Dean's Office

- As prescribed by accreditor, participates in accreditation process that parallels APR
- Collaborates with department chair and/or program coordinator to complete the Self-Study Checklist-Template
- Confers with department chair to ensure that if accreditation does not provide interaction between accreditation review committee and dean and provost that those interactions occur as part of APR
- Writes final summary of the process program strengths and recommendations for improvement or any requirements for follow-up reports that the dean may choose to make to the program. The dean's final summary must include the following elements:
 - A list of the academic program(s) (i.e., degrees/majors) reviewed
 - A summary of the Review Committee's findings, including an evaluation of the strengths and weaknesses for the/each program
 - Recommendations for future directions, and, if applicable, a commitment to provide resources
- Sends the final summary of the review, the self-study report, the accreditor's report, and the program's response, if any, to the Provost's Office and (when appropriate) the Graduate School

Department Chair

- Collaborates with dean and/or program coordinator to complete the Self-Study Checklist-Template Participates in training/cohort meetings
- Submits self-study on behalf of the program by January 27
- If a conversation didn't happen with the Provost or a designee with accreditors during the accreditation visit, then department chair will submit the report to Provost as a basis for a 30-minute, informational, in-person conversation prior to step 5. 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 with us to discuss the findings of the accreditation report.
- Receives dean's final summary and disseminates it to program coordinator and faculty in April.
- Leads implementation of action items in dean's summary.

Program Coordinator

- Collaborates with department chair and dean to complete the Self-Study Checklist-Template Participates in training/cohort meetings
- Takes the lead on developing the accreditation report and works with department chair to align it with the APR self-study template
- Collaborates with department chair to align accreditation process with APR as appropriate. Arranges meetings with program faculty to develop and review the self-study
- Works with department chair and program faculty to implement action items in dean's final summary

Program Faculty

- Participate in developing, reviewing, and approving accreditation report and aligning with APR self-study before submission
- Attend any scheduled meetings that align accreditation visit and APR as appropriate meeting with dean before submission of dean's final report
- Work with department chair and program coordinator to implement action items in dean's final summary