

SCAP Process for Review of Programs, Centers and Institutes

SCAP defines the processes it will use to cycle and perform the review functions of programs, centers, and institutes based on the 2010-2011 approved criteria for 5 year reviews. The following guidelines are offered as starting points for discussion and decision by the SCAP body.

Cycle Principles: All programs, centers and institutes will be reviewed every five years by SCAP in a manner that allows the unit review to occur subsequent to any other external review required by other agencies. The timing of the SCAP review allows the responses/document from the external review to be used to address the same SCAP criteria wherever applicable and without a duplicate report. In the case where SCAP criteria are not covered in the external review report or other existing reports, a flow sheet will be provided to supply cross references to the existing reports. The review team may request supplementary information needed to address specific, unduplicated SCAP criteria. The SCAP review cycle is ordinarily aligned with any existing external review process to facilitate the process.

Review Guidelines:

Units are notified one year in advance of their SCAP review year. Year one prior to the review year is designated as the self-study report development year. At the conclusion of year one the report is submitted to the provost's office for SCAP review. Materials submitted to the University intranet will be used by SCAP. Review teams will alert the head of a unit if proper documentation has not been posted to the unit's intranet.

During year two the report is placed on the SCAP agenda: during meeting one, unit head attends, if required, to provide a brief highlight of the report and answer any questions of clarification; during meeting two the SCAP review team provides its evaluation of the documents in accordance with the criteria. SCAP members may supplement the review team's evaluation with regards to recommendations; during meeting three, SCAP votes based on the report, discussion, and review ratings. In consultation with SCAP, the Provost issues a decision with any recommendations for program or institute continuance. All SCAP procedures shall be in compliance with the University Faculty Handbook.

The SCAP primary review presentation in meeting two is provided by a team of three SCAP members who are not directly affiliated with the unit under review. The team shall use the following criteria ratings:

- “Meets Expectations”
- “Meets Expectations with recommendations”
- “Does Not Meet Expectations, needs further clarification”
- “Does Not Meet Expectations”
- Not Applicable (N/A)*

All other SCAP members then add to the discussion based on their review of the documentation and will vote whether or not to approve the report. In cases where SCAP indicates that expectations are not met or solicits further information SCAP shall provide the unit with a clear timeframe for a response, at which time SCAP will review the amended report and make a final recommendation.

SCAP Review Disposition and Evaluation

Outcome of the vote by SCAP and any recommendations are forwarded to the Provost, the unit, the Dean, or other administrator(s) under whose jurisdiction the unit is governed. The SCAP review process is evaluated after one cycle for revision as necessary and thereafter as necessary.