

APPENDIX F

INSTITUTIONAL PROCEDURES FOR REVIEWS OF ACADEMIC DEPARTMENTS
AND OTHER ORGANIZATIONAL UNITS

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Section 1. Considerations

- A. The purpose of a review is to evaluate the performance of the department or other organizational unit in the context of the Institutional and respective College's Strategic Plan; ensure continuous improvement; determine if resources are being used in the most efficient and effective manner; and determine the level of satisfaction of diverse stakeholders with the unit.
- B. Units to be reviewed include administrative and academic units on the Rootstown campus; College clinical departments; and hospital/health department affiliations.
- C. Reviews shall occur at least every seven years. The President, in consultation with the Deans, will develop the schedule of reviews.
- D. The review will include an examination of unit leadership and faculty and staff performance.
- E. Institutional reviews will be integrated with institutional assessment measures to improve coordination, collaboration and communication of information.
- F. The President, in consultation with the Deans, may establish alternate review procedures for any unit if a conflict of interest or other considerations are recognized.

Section 2. Review Process

A. Self-Study

The review process begins with a self-study that will include:

1. an analysis focused on criteria selected by the Office of Institutional Effectiveness and the administrative supervisor in consultation with the leadership of the unit under review;
2. resource utilization across the administrative structure including duplication or overlap of College programs or service;
3. focus on the specific elements that address efficiency, effectiveness, and relevance to the College's mission;
4. resource allocation appropriate for success; and
5. an analysis to identify opportunities to increase revenue, reduce costs, improve quality and strengthen reputation.

B. Composition of the Review Committee

1. The Review Committee will consist of at least three members who will be appointed by the President, in consultation with the respective Dean.
2. The Review Committee may include external evaluators.

C. Structure of the Review

1. By September of each year, the Office of Institutional Effectiveness will contact leadership in units to be reviewed the following year to discuss the institutional review process, criteria to be reviewed, potential reviewers, and timetable.
2. The Office of Institutional Effectiveness will provide administrative support for the process.
3. The unit under review is responsible for conducting a self-study and providing supporting documentation. Specific criteria for each area will be developed with the unit leadership.
4. A number of methods may be used in the review process including benchmarking, surveys, focus groups, or individual or group interviews.

D. The Report

1. The Review Committee shall prepare a written report and submit it through the Office of Institutional Effectiveness, Dean and the President.
2. The Review Committee will make every effort to preserve the anonymity of the persons who provided input.

E. Implementation of Recommendations

1. The President and respective Dean will provide appropriate feedback to the unit.
2. The unit will develop an action plan to implement any recommendations endorsed by the President and respective Dean.
3. Periodic progress reports will be made as appropriate between reviews.