**Agreement on the Scope of Review**

**For the**

**Academic Review of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(enter Program)**

**Boston University**

**(ENTER DATE)**

The systematic and recurring review of academic programs at Boston University is an essential element of our ongoing effort to promote critical reflection, self-assessment and strategic planning toward our goals. Reviews engage input from distinguished faculty peers representing the best programs in the field at other leading institutions, in order to obtain an honest appraisal of an academic unit’s strengths and weaknesses in all aspects of its activities. The information that is gathered as part of the review process will help to promote the pursuit of academic excellence within the unit, identify methods to increase quality, and provide essential guidance for administrative decisions.

The goals of academic program review at BU are the following:

1. Critical self-assessment and articulation of future directions by the faculty and leadership of an academic unit.
2. Expert assessment of the strengths and weaknesses of an academic unit by external reviewers from peer and aspirant peer institutions who can evaluate the program’s overall quality including its faculty, academic programs, students, curricula, resources and future opportunities.
3. Assessment of a unit’s future potential and identification of priorities for making improvements in quality and stature.
4. Agreement at the levels of the faculty, dean, and provost on the priorities, action items, and a timeline for implementation necessary to build excellence in an academic unit.

Each review will be conducted in accordance with process described in the Guidelines for Academic Program Review at Boston University. The guidelines provide specific details regarding the preparation of a unit’s self-study report, the assembly of a review committee, the structure and format of the committee’s site visit and the topics for assessment by the committee. All reviews at Boston University will include a candid evaluation of the following:

1. The mission and scholarly/creative profile of the program.
2. The reputation of the program among peers in the discipline including national rankings and the extent to which the program is regarded as a leader in the field.
3. The likelihood that the program can significantly enhance its standing in the field. In particular, the review committee should recommend priorities and strategies that will enable the unit to rise in quality and reputation.
4. Improvements that are possible without significant investments of university resources.
5. Improvements that are only possible with additional resources.
6. Whether there are entrenched or irreconcilable issues within the unit that constrain its effectiveness and whether there may be more effective methods of working together.

This agreement outlines additional issues that the provost, dean(s), and the school/college or unit have identified as questions of particular importance for the unit under review and on which input from the review committee is requested. Both the unit under review in its self-study report and the review committee should provide their analyses of these additional issues during the review process.

The additional questions identified as important to address during the review are the following:

The agreement also outlines the general composition of the review committee including its size, the range of disciplines and/or sub-disciplines to be represented, and the programs (both internal and external) from which appropriate reviewers might be selected. The following provides guidance with regard to the composition of the review committee:

The unit’s self-study draft report should be completed no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **(enter Date)** with the goal of hosting a site visit during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**(enter Semester and Year).**

The unit will require information that is gathered centrally for use in preparing its self-study report and should coordinate with the Office of the Provost in order to obtain the necessary data. During the time that the unit is preparing its self-study, the Office of the Provost will manage the process of selecting the members of the review committee in consultation with the unit and dean, and inviting external consultants to participate. Confirmation of the site visit dates will be negotiated and confirmed based on the availability of all participants.

Signed:

**(Enter Name)**

Provost’s Designee

**(Enter Name)**

Dean, **(Enter School/College)**

**(Enter Name)**

Chair of the Department or Director of the Program, if applicable

Cc: Jean Morrison

 Chair of University Committee on Review