Date: [date]

To: [Name], Chair, Department of [ ]

From: [Name], Dean

Re: Program Review of:

* [Degree name] – [major]
* [Degree name] – [major]

Self-study due: [date]

I am writing to initiate a review of the academic program(s) listed above. The Board of Regents and Higher Learning Commission require that academic program reviews be conducted on a regular basis. At UW-Madison, program reviews must be completed every ten years. Self-studies are initiated at the eight year mark to promote timely completion of the full review before the conclusion of the ten year cycle.

Guidelines for structuring the self-study can be found at <https://apir.wisc.edu/academic-planning/program-review/> [or school/college guidelines].

The self-study need not review the previous decade in detail; it should reflect on the recent past and the present as a context for approaches to strengthening the program. Self-studies are most useful if they provide evidence of successes and key issues, and identify steps to advance the program. The program review will be of most lasting value if the preparation of the self-study is undertaken with reflective discussion on the state of the program and future directions among the program faculty and staff. Self-studies are generally 15-25 pages long.

In addition, here are specific issues you should address in your self-study:

* [Description specific issues for the academic program to address in the self-study.]
* [Description specific issues for the academic program to address in the self-study.]
* [Description specific issues for the academic program to address in the self-study.]

The self-study is due to me by [date] so that we can complete all stages of the review within the ten year window.

If you have questions about the self-study or review, please contact [name], who facilitates this process for the college.

To help you get started, a number of materials are available online for your use:

<https://kb.wisc.edu/vesta/program-review-resources>

[Additional College Resources]

Academic program review affords us an opportunity to identify strengths as well as areas needing improvement. I want to thank you and your colleagues in advance for seriously and thoughtfully embracing this opportunity.

Attachments

[Dean’s final summary from most recent program review]

Copies

Jocelyn Milner, APIR

Sarah Kuba, APIR

Parmesh Ramanathan, Graduate School [graduate programs only]

[additional copies]