Responsibilities of Program Review Consultants

The primary purpose of program review at William Paterson University is program improvement. During the first phase of this process, each department conducts an in-depth study of the department and its program(s) and prepares a report that concludes with an analysis of strengths and weaknesses and recommendations for future direction.

The external consultant brings an expert and fresh perspective to this process. Based on a review of the self-study report and other documents, as well as information gained from the campus visit, the reviewer is charged with offering a frank assessment of strengths and weaknesses, and making recommendations for moving the department and its program(s) to the next level of excellence.

The culminating activity for the program review process is for the department to develop a five-year plan with concrete actions and time lines for moving forward in directions that have been mutually agreed to by the department and administration. The external consultant’s report is key in identifying those directions.

The outline for the program review self-study report (WPU Program Review Handbook) prompts departments to discuss specific issues under the general topics of curriculum, faculty, students, pedagogy, community service, and staff, facilities and equipment. The report of the external consultant should speak to issues of special note (positive or negative) under each of these general topics and raise any additional issues related to achieving excellence. Where possible, the reviewer is requested to offer specific recommendations.

Reviewers are expected to submit their reports within one month following their campus visit.