

AUBG Graduate Program Review

Approved by the Faculty Assembly on April 25, 2007

The American University in Bulgaria [AUBG] applies the following procedures to review its graduate programs to ensure its continued compatibility with AUBG's overall mission.

Review Objectives

- Mission Compatibility: to provide a basis for ensuring that programs are maintained at the highest possible quality consistent with resources available;
- Resource Availability: to re-examine the resources available to support the program and make recommendations concerning future resource reallocation;
- Program Strategy: to re-assess the priority of programs in the context of the respective missions of the department and AUBG.

Review Frequency

Each graduate degree program should be reviewed every five years. AUBG's Academic Dean develops the review schedule.

Review Procedure

The Program Review Procedure requires the following six-step procedure:

1. The Department must prepare a *Self-Study Program Review* that includes the following sections:

- Mission Compatibility Statement, with respect to AUBG overall mission
- Value Statement, a statement on the value of the program,
- Program Enrolment Summary, for the reviewed (five year) period, including course section enrolments,
- Faculty Resource Utilization, in full-time faculty equivalents,
- Program Budgets,
- Progress Assessment, and if applicable, in relation to recommendations of previous program reviews,
- Faculty Quality Assurance, a description of methods used to ensure the quality of the program's faculty,
- Curriculum Quality Assurance, a study of the quality and appropriateness of the curriculum reflecting student outcomes assessments,
- Improvement Recommendations, a set of recommendations with rationale for future action, and their budgetary implications,
- Program Viability, must explicitly consider the issue of program continuation given low enrolment levels and a small number of graduates.

2. Independent Reviewers must prepare an *Independent Program Review*, a report developed by a team of three independent reviewers drawn from AUBG faculty (unrelated to the program) that covers a review of the self-study, a site visit, as well as other additional relevant materials or sources.

3. The Dean of Faculty must review a *Final Review Report*, based on the *Self-Study Program Review* and on the *Independent Program Review*, which includes at the minimum the following sections, similar to those in the *Self-Study Program Review*:

- a. Mission Compatibility Statement
- b. Value Statement

c. Improvement Recommendations, with budgetary implications

The Dean delivers to the Provost his recommendation(s) with the complete set of documentation by June 30 in the year the review is conducted.

4. The Provost must review the *Final Review Report*, together with the *Self-Study Program Review Independent Program Review*, and deliver the documentation to the President with recommendation(s).

5. The President receives the *Final Review Report* and the Provost's recommendation. He will either (a) accept the review and the recommendations in the final report and initiate any appropriate action(s), or (b) discuss with AUBG's Board of Trustees the review documents and possible future actions, including possible program termination.

Program review documents will be kept on file in the President's Office where they can be reviewed by members of the Board of Trustees.

6. The Board of Trustees makes the final decision about program continuation.