

OFFICE OF THE PROVOST



RISD Academic Program Review (APR) Department Planning Guide

Academic Program Review Planning Guide

The Visiting Committee Report provides an opportunity for a department to reflect on its immediate and longer-term goals and program objectives.

1. Following receipt of a report, department faculty should meet and reflect on next steps, which build on the key questions identified in the self-study and the recommendations of the Visiting Committee Report. Discussions may also be had with the appropriate division dean and/or the Vice Provost.
2. Based on those meetings, the department head will write a planning document within three months of receipt of a Visiting Committee report, consisting of a brief narrative (no more than 5 pages) that outlines the department's key planning goals until the next program review, or at least five years.

The planning document should include:

- a. a clear statement of each proposed change to degrees, curriculum, hiring, facilities, and/or other initiatives;
- b. a rationale for each change;
- c. a well-described strategy for implementation for each change that includes 1) a timeline for budget and enrollment cycles, as well as appropriate institutional reviews and approvals; and 2) identified resourcing.

Resourcing will require consultation with the dean about planning or budget trade-offs needed to integrate the department's future plans with institutional planning processes and ensure that appropriate resources are considered and allocated.