



## Memorandum

To: Faculty Senate  
Seton Hall University

From: Katia Passerini, Ph.D.  
*Katia Passerini*  
Provost and Executive Vice President

Re: **Approval of Revised Program Review Guidelines**  
*2021-FS-30*

Date: November 2, 2021

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We are in receipt of 2021-FS-30, Approval of Revised Program Review Guidelines, that the Faculty Senate voted to approve at its October 8 meeting.

We appreciate the approval of these Revised Program Review Guidelines as they will enable our University to generate innovative and exceptional programs to keep our academic offerings broad and rigorous. While we appreciate the suggestion that the Guidelines might function well even without a provision for out-of-cycle review, we maintain that the Faculty Guide leaves the schedule for program review squarely in the prerogative of the Provost. Responsibility for Program Review falls on the Faculty, Chairs, and Departments while responsibility for responding to Program Reviews falls under the Provost's responsibilities. A similar complementary division of labor exists in other contexts, for example where § 7.7(a) indicates that each department undergo a self-evaluation that includes a recommended curriculum plan and a recommended schedule of courses while the Office of the Provost is to publish the timetable for these statements and plans and annual schedules. § 7.7(d)&(g). Further, the Guide contemplates Chairs completing other reports as required by the appropriate authorities. § 10(b)(13).

Under these Revised Program Review Guidelines and the accompanying financial model, Faculty, Program Directors, and Chairs will be more equipped than ever before with data and the tools to understand this important work undertaken by the faculty and the administration in turn. These Guidelines implement a process that has been more inclusive of faculty than past practice. Hopefully, the faculty input on this process, all this past year and moving forward, will make it better and hopefully make the interaction between Program Reviews and the Provost's Office more transparent, efficient, and productive for all. Recall, during the strategic planning process, the faculty asked for improvement in program review evaluation, and it is for this reason that this iterative work was undertaken.

The Provost's Office has handled the implementation of its financial model for new programs in a consistent way for the same reasons and with the same refreshing desire for greater transparency and related responsibility than ever before. The model was shared with the APC and with the EC for feedback, which was incorporated. As a result all stakeholders will be in a better position to make choices with a more complete understanding of the positive and negative trends.