ADHE Program Review Requirements and Procedures

Academic Program Review at Arkansas State University is conducted in alignment with **Arkansas Code §6-61-214**, which mandates that the **Arkansas Higher Education Coordinating Board (AHECB)** regularly review existing academic programs offered by public institutions in the state. These reviews are administered by the **Arkansas Division of Higher Education (ADHE)** to ensure program quality, viability, and alignment with statewide educational goals.

Overview of State Requirements

Review Cycle and Applicability

- All academic programs—**active and inactive**—must undergo external review every **7 to 10 years**.
- Programs that are **not program-specific accredited** are reviewed by **external consultants** selected by the institution.
- **Accredited/licensed/state-certified programs** follow the review schedule of their accrediting body but must still submit their self-study, evaluation, and institutional response to ADHE.

See: Program Site Visit Schedule for a list of when the non-program-specific accredited/licensed/state-certified programs are scheduled to next have an expert consultant visit the A-State campus.

Purpose of Program Review

- Evaluate program effectiveness and alignment with institutional goals.
- Identify areas for improvement and strategic development.
- Inform decisions related to program continuation, modification, or closure.

Required Documentation

- A **comprehensive self-study report** prepared by the institution.
- A **written evaluation** from two external reviewers.
- An **institutional response** to the reviewers' findings.

- All documents must be submitted to ADHE **within six weeks** of receiving the evaluation.

Reviewer Expectations

- Institutions must select **two out-of-state reviewers** with disciplinary expertise.
- At least one reviewer must conduct a **site visit** and meet with faculty, students, and administrators.
- For **Career and Technical Education (CTE)** programs:
  - One reviewer must be a **local industry expert**.
  - One must be an **out-of-state faculty consultant**.

Institutional Response and Follow-Up

- Institutions may respond to ADHE recommendations in writing or request a meeting.
- ADHE may require **progress reports** one, three, or five years after the initial review, depending on the nature of the recommendations.

Consultant Selection, Remuneration, and Reimbursement Procedures

To ensure a smooth and compliant review process, departments must follow these procedures when selecting and compensating external consultants:

Consultant Requirements:

- ADHE requires two out-of-state consultants per program.
- Only one is required to conduct an on-campus site visit.
- The Office of Academic Affairs will work with departments to select appropriate consultants and to decide if more than one consultant should conduct a site visit.

Payment Process:

- Consultants must submit a completed **Procurement Vendor Packet** (including IRS W-9) and a signed contract.
- Payment is processed via requisition **after the ADHE External Reviewers Report** (with CVs for each consultant) is received.

Stipends:

- Negotiated by the Office of Academic Affairs.
- Lead consultants (who travel) receive higher stipends than reader consultants.
- Stipends may vary based on the number of programs reviewed.

Travel and Lodging:

- Use **Hilton Garden Inn** for lodging; reservations should be direct-billed to the department.
- Consultants pay for travel upfront and are reimbursed by the department via requisition.
- Mileage reimbursed at the university’s standard rate.
- Itemized meal receipts are required; alcoholic beverages and non-consultant meals are not reimbursed.
- Only consultant meals will be paid for by department/college (no spouses or children).
- Additional meals will need to be covered by the department/college.

Budget Transfers:

- The department/college will send an itemized list with copies of all receipts to Office of Academic Affairs once all expenses have been paid.
- Office of Academic Affairs will then do one budget transfer to the department/college to cover all expenses.
- The department will provide Office of Academic Affairs with the FOAP or multiple FOAPs (supplies or travel) if necessary for Office of Academic Affairs to do the transfer.

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