

**Duquesne University**  
**Performance Indicators Review & Improvement Procedure for**  
**Academic Programs**

**Adopted 10/8/12**

An academic program evidencing any of the following characteristics may be considered for program review as described in this procedure. If the program is put under review the program is expected to improve within three years or may be closed.

Low or Declining Quality of Scholarship, Teaching, or Service  
Loss of or Probationary Accreditation  
Difficulty Hiring High Quality Faculty  
Difficulty Identifying Program Leadership  
Low or Declining Qualified Applications and Accepted Students  
Low or Declining FTE enrollment and Net Tuition & Fee Revenue  
Low or Declining Excess Revenue over Direct Expenses  
Low or Declining Operating Margin

Judgments regarding the magnitude of evidence warranting the application of this procedure for a specific program will be made by the Provost with input from the Dean and the Vice President of Management & Business.

Academic programs identified under this procedure will begin working to improve key performance indicators in the fall semester following the enrollment census and after annual reports have been submitted. These data will contribute to the decision to put a program under review. That fall will also constitute the start of the first year of review.

Academic programs identified under this procedure will be expected to provide specific goals and detailed action plans in WEAVEOnline that can be monitored along with financial and FTE enrollment data to evidence progress. If by the summer of the third year the program has not made significant progress toward improvement to the judgment of the Provost the program will be closed. A detailed exit strategy and operational plan must be provided and approved by the Provost. Such plans must include the disposition of existing full-time faculty and financial and human resources.

At that time plans for graduating existing students will be established. Further, the Provost will notify AAVPs, Registrar, Institutional Research, Office of Planning & Budget, and other offices relevant to that program. The university accreditation officer (associate provost for academic affairs) will notify Middle States and the Pennsylvania Department of Education.