



GOVERNING BOARD
UNIVERSITY OF PUERTO RICO

(Translation)

CERTIFICATION NUMBER 45
2019-2020

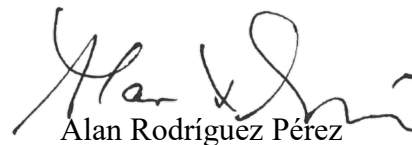
I, Alan Rodríguez Pérez, Secretary of the University of Puerto Rico Governing Board, CERTIFY THAT:

The Governing Board, at its regular meeting on November 5, 2019, with the prior recommendation of the president of the University of Puerto Rico and the endorsement of the Academic Affairs Committee, agreed:

To amend to Certification No. 43 (2006-2007) – Rules for the Periodic Evaluation of Academic Programs at the University of Puerto Rico to incorporate the recommended changes and approve the compiled version included with this Certification.

IN WITNESS WHEREOF, I issue the present Certification, in San Juan, Puerto Rico, this 4th day of December 2019.




Alan Rodríguez Pérez
Secretary

GOVERNING BOARD
University of Puerto Rico

**RULES FOR THE PERIODIC EVALUATION
OF ACADEMIC PROGRAMS
AT THE UNIVERSITY OF PUERTO RICO**



Certification No. 45 (2019-2020)

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RULES FOR PERIODIC EVALUATION OF ACADEMIC PROGRAMS AT THE UNIVERSITY OF PUERTO RICO

Section – Title

These rules shall be known and may be cited as the “Rules for the Periodic Evaluation of Academic Programs at the University of Puerto Rico.”

Section – Legal Basis

These Rules are adopted pursuant to the provisions of the University of Puerto Rico Act, Law No. 1 of January 20, 1966, as amended, and the General Regulations of the University of Puerto Rico.

Section 3 – Purpose and Application

- A. Establish rules of general application for the uniform application and periodic evaluation of current academic programs in all the institutional units and divisions of the University of Puerto Rico, and for the processing and consideration of the periodic reports of the proper institutional and systemic units.
- B. Integrate current University regulations and standards and requirements of institutional and professional licensing and accreditation bodies.
- C. Require that all academic program evaluation procedures and reporting be conducted in harmony with these Rules and with the guidelines for the evaluation of academic programs of the University of Puerto Rico established by virtue thereof.

Section 4 – Objectives

The Rules seek to advance the following objectives:

- A. Respond to the institutional mission of ensuring course offerings of the highest quality through the continuous evaluation of academic programs.
- B. Reaffirm the culture of evaluation at the University of Puerto Rico System by creating a mechanism to demonstrate progress in the achievement of goals set forth in its Strategic Plan.
- C. Evidence and improve the quality of teaching, research, and services through the periodic review of program outcomes, including strengths and areas for improvement and how to address these areas, and by establishing short- and medium- priorities for action.
- D. Articulate the processes of program evaluation concerning academic planning structures, resource allocation, and decision-making with impact within and without the University.
- E. Standardize procedures for the evaluation of current academic programs and the drafting and processing of reports.
- F. Establish five-year evaluation procedures for academic programs at the units to make such programs more efficient and effective enable submission, consideration, and processing of

evaluation reports. G. Offer orientation to organizations and representatives in charge of the evaluation of academic programs at the different units of the University System.

- H. Improve communication and collaboration among officials and agencies involved in the periodic evaluation of academic programs.

Section 5 – Definitions

For the purposes of these Rules, the following definitions are provided:

- A. *Academic Program*: A set of courses, subjects, or educational offerings, organized by disciplines or as interdisciplinary studies, in such a way as to entitle the person who successfully completes it to receive official recognition from the institution offering it as a result of their formal education at the undergraduate, graduate, or professional level.
- B. *Program Evaluation*: A process that follows up on the status, effectiveness, and progress of academic programs, recognizing and responding to strengths and limitations, identifying important trends in disciplines and professions that need to be addressed, assessing the relationship and contribution between programs and the relationship with the mission and development plans, and planning agendas of the unit and for the University of Puerto Rico.

Section 6 – Evaluations Required

- A. INTERNAL EVALUATION. All academic programs of the University of Puerto Rico System, both undergraduate and graduate, will be evaluated in five-year cycles to reaffirm their excellence and relevance, determine their effectiveness, and justify their continuation or revision, if necessary. This requirement must be satisfied regardless of the methods of financing (institutional funds, self-financing, external funds, or other sources), whether the academic unit or units are directly responsible for its management (departments, colleges, schools, Continuing Education and Professional Studies Division (DECEP), etc.), educational means, or other factors not foreseen or mentioned above.
- B. ACCREDITATION EVALUATION. All academic programs at the University of Puerto Rico System that are periodically evaluated by accrediting agencies or similar external evaluation agencies are exempted from an additional evaluation process. The dean of the college or school and the official in charge of the program shall keep the Dean of Academic Affairs of the unit regularly informed of the status of the program's accreditation and shall send a copy of the most recent report submitted to the accrediting agency and the latter's response, to comply with the relevant accreditation evaluation procedures established herein. The unit will be responsible for notifying the Vice President for Academic Affairs and Research of the program's accreditation status.

Section 7 – Evaluation Areas

- A. The evaluation of a current academic program and the preparation of the evaluation report for such program shall be governed by the provisions of these Rules, the guidelines for the evaluation of academic programs of the University of Puerto Rico, and any provisions on

content and format that may be established by the President of the University of Puerto Rico or his or her authorized representative.

- B. The evaluation report should include pertinent information on the current status of the program, its projections and development plan, demand for the program, financial, physical and learning resources, faculty, research and creative work, accreditation and, in particular, student evaluation. The guidelines shall provide the form and content of evaluation reports, considering the needs and differences between internal and accreditation evaluations, so as to ensure that they contain the minimum necessary information in the areas of evaluation in the following categories:
1. Title, degrees awarded, starting dates and duration, accreditations, authorizations and licenses, administration, and all other relevant information.
 2. Mission, goals and objectives.
 3. Need and justification for the program.
 4. Evidence of the relevance of the program, including its unique characteristics, the existence of other similar programs, its relationship to other programs, demand for the program, and other reasons.
 5. Curriculum, alumni profile, curriculum sequence, or other similar information.
 6. Assessment of results
 7. Students, policies and practices on recruitment and admission, enrollment and quotas, academic traits of the student body, course passing rates, degrees conferred, retention and graduation rates, employment of graduates, and other similar information.
 8. Teaching staff, their profile, recruitment, tenure and promotion, research and creative work.
 9. Service and administrative support staff and academic advising.
 10. Learning, bibliographic, computer, and technological resources.
 11. Promotion and service.
 12. Program operation and effectiveness.
 13. Fiscal aspects, including income, expenses, costs, budget, and needs.
 14. Facilities, laboratories, and auxiliary teaching equipment.
 15. Strengths and limitations.
 16. Development plan
 17. Other information relevant to the current status of the program and its projections.
- C. In the case of academic programs that include the use of nonconventional educational media, such as extension centers, teleconferencing, distance learning, and other modes that may be developed in the future, the guidelines will require additional information, in accordance with the best practices related to such educational media.

- D. The President¹ or his/her authorized representative, shall periodically review the guidelines for the evaluation of academic programs of the University of Puerto Rico, to address the factors that may pertain to the evaluation processes. Any revision shall be published in the same manner as the original, in accordance with the provisions of subdivision A. of this section.

Section 8 – Procedure for the Evaluation of Current Academic Programs and for the Consideration of Reports

Internal evaluation of current academic programs will be conducted, and the proper reports will be considered through the structures and officers indicated below following the rules and scope of authority of each. *Provided, however*, that accreditation evaluations shall follow the procedures set forth herein insofar as they are compatible with the accreditation procedures established by the accrediting agencies and promote achieving or maintaining accreditation.

A. *At the Institutional Unit:*

1. The Deans of Academic Affairs shall submit to the Academic Senate a ten-year evaluation schedule for the departments and programs that are to be evaluated every five years. In addition, they will inform which programs that will be subject to accreditation evaluation during such period.
2. The Dean of the college or school, or department chair, if so determined by the Dean, shall appoint an Interdisciplinary Evaluation Committee for each program to receive an internal evaluation. The Committee shall include the program director or coordinator, faculty members familiar and involved with the curriculum, active students, and alumni, as well as representatives from the different sectors of the University community, including, but not limited to, counselors, librarians, lab technicians, administrative personnel, and learning assessment coordinators.
3. The products of the evaluation process, *i.e.*, data and evidence, will be validated and gathered by the Academic Planning or Institutional Research offices and must be submitted to the Dean of the college or school or program director, as applicable in each unit. The analysis is not limited to what is provided in these Rules, but it must consider factors of institutional effectiveness consistently with the University of Puerto Rico policy on the evaluation of institutional effectiveness, Certification No. 136 (2003-2004) of the Board of Trustees, any other policies or regulations that may be developed for such purposes, and the licensing or accreditation requirements applicable to the program.
4. Based on the analysis of the findings of the evaluation process, the Evaluation Committee for each program will draft a written report in accordance with the provisions of these Rules and the aforementioned guidelines. The report should include the most significant data related to efficiency and effectiveness indicators, as well as actions by the unit to address areas requiring attention.

¹ Throughout the document, the masculine form of the names of officers [in Spanish] includes all genders.

5. The Evaluation Committee for each program will render its written report in April of the academic year evaluated.
6. The Dean of the college or school and the department chair, as well as the program faculty, will endorse the report drafted by the Evaluation Committee and will submit it to the Dean of Academic Affairs of the unit.
7. The Dean of Academic Affairs will examine the report submitted by the different evaluation committees and identify the strengths and limitations of each program, as well as the actions necessary to ensure the excellence of course offerings. The Dean will have 15 days to render his/her report to the Chancellor.
8. The Chancellor, in turn, will submit an executive report on the programs that have completed their evaluation to the Academic Senate and the Administrative Board within ten (10) calendar days.
9. The Academic Senate and the Administrative Board shall consider the executive report and issue their suggestions and recommendations to the Chancellor or his or her authorized representative within twenty (20) calendar days.
10. If the report identifies the need for substantial changes to the program, these will be addressed by following institutional policies and procedures in place, including the academic program evaluation guidelines.
11. The Chancellor shall notify the President of the Evaluation Report, which shall include the strengths, limitations, or weaknesses of each program. If necessary, a plan to remedy the particular situations identified [will be prepared], which shall include: (a) actions to be taken, (b) name and title of the person responsible for each action, (c) resources needed and how the unit will provide them, (d) date by which the limitation or weakness is expected to be corrected, and (d) actions on the program as a result of the evaluation.

B. *At the Governing Board*

1. The President of the University shall submit a report on Internal and Accreditation Evaluations of the Academic Programs of each unit for the consideration of the Governing Board, with recommendations.
2. The Governing Board shall notify its decisions to the President and the Chancellor of the corresponding unit.

Section 9 – Evaluation Reports on Current Academic Programs

- A. THE PRESIDENT OF THE UNIVERSITY or his /her authorized representative shall submit a report to the Governing Board each academic year on the status of the programs evaluated in accordance with these Rules.
- B. GUIDELINES: The President of the University or his/her authorized representative, shall draft guidelines for the evaluation of academic programs of the University of Puerto Rico, according to these Rules.
- C. PUBLICATION: The President of the University shall ensure that information on the status of the evaluations and accreditations of the academic programs of the University of Puerto

Rico is published periodically, including electronic media accessible to all members of the community.

Section 10 – Standards; Construction; Severability

- A. The President of the University of Puerto Rico, or his/her authorized representative, may issue the necessary standards and procedures or amend those in force to enforce the provisions of these Rules, enable compliance, and ensure the uniform implementation and administration of the same.
- B. The President of the University of Puerto Rico shall be responsible for construing the provisions of these Rules and for deciding any disputes in connection with its provisions or with situations not provided for herein.
- C. The provisions of these Rules are separable from each other. The invalidity of one or more articles or sections shall not affect the remaining provisions that may be applied independently of those declared null and void.

Section 11 – Amendments, Repeal, and Effective Date

- A. These Rules may be amended only by the Governing Board, on its own initiative or at the request of the President of the University of Puerto Rico.
- B. Any other certification, rule, procedure, circular, or provision that is inconsistent herein shall be deemed invalid upon the effective date of these Rules.