

## **INCOMPLETE REPORTS**

As stated in the Faculty Handbook, the PRC is charged with assessing and documenting the effectiveness of the program curriculum at its level to ensure that program goals are being met. This charge is carried via program review. In this regards, the PRC has the authority in consultation with the Provost to request edits to and resubmission of the Program Review Report when the submitted work fails to address all required components of the report, provides incomplete or inaccurate information, reached faulty conclusions, or fails to identify appropriate goals in the evidence provided in the report. In all cases, requests for edits are made through the lens of program improvement and should be clearly communicated in a timely and collegial fashion to the Department Chair. The PRC will identify the edits in the program review report that need to be addressed. The time for submission of the edits depending will depend on their number and complexity and will be established by the PRC.