

**The University of West Florida, Division of Academic Affairs**  
**Academic Program Reviews**  
**2009-2010 Timeline**

1. Confirmation by Deans and Provost of programs and institutes/centers to conduct program review.  
March 2009
2. Notification by Provost's Office to program Chairs/Directors.  
March 2009
3. Conduct program review orientation session for program Chairs/Directors.  
April 15, 2009
4. Submission by program Chair/Director of information on Program Review Coordinator contact information.  
August 31, 2009
5. Submission by program Chair/Director of information on program review goals/objectives and the proposed external consultant and UWF faculty/staff who will serve on the Program Review Team.  
August 31, 2009
6. Preparation and transmission by Institutional Research of common data elements related to enrollment, degrees granted, and personnel and financial resources.  
Mid April 2009 with updates provided Fall 2009
7. Preparation and completion of program review Self-Study by program faculty/staff.  
January 31, 2010
8. Submission by program Chair/Director of proposed Program Review Team site visit schedule (dates, times, locations) and arrangements for transportation, lodging, meetings, and so forth.  
4 weeks prior to visit
9. Conduct of program site visit review by Program Review Team.  
February or March 2010
10. Submission of Program Review Team Report to program Chair/Director  
Not later than 2 weeks after the visit
11. Submission to Dean by program Chair/Director of program faculty/staff response to Program Review Team Report.  
Early April 2010
12. Review/response by Dean to Report and program faculty/staff comments.  
Mid April 2010
13. Preparation of Program Review Executive Summary by program Chair/Director and submission of electronic version and one hard copy of the Executive Summary, Self-Study, Program Review Committee Report, Department Response, and Dean's Response to the Provost's Office.  
Late April 2010
14. Submission by Provost's Office of program review information to the UWF Faculty Senate, UWF Board of Trustees, and the Florida Board of Governors.  
Mid May 2010