

Program Review Timeline

March Year Prior	Notification of department chairperson and college dean of pending academic program review
April Year Prior	Workshop for chairs and program review coordinators for current w year academic program reviews
Early Fall Review Year	Identification of program review coordinator and contacts
Early Fall Review Year	Submission of Conceptual Framework for the program review
Early Fall Review Year	Identification of Program Review Team members External member Within-college, external to program member Within-university, external to college member
Fall Term	Conduct of self-study and preparation of Self-Study document
Upon Identification	Communication with Program Review Team regarding purpose and procedures of the program review
Late January	Completion of Self-Study draft
4 Weeks Prior to Visit	Submission of proposed Program Review Team site visit schedule (dates and times) and arrangements for transportation, lodgings, meetings, etc.
2 Weeks Prior to Visit	Self-Study sent to Program Review Team members
February/ March	Program Review Team site visit
2 Weeks After Visit	Program Review Team Report received
Early April	Program Review Team Report comments from Department submitted to the Dean with copy to the Provost

- Mid
April

Comments from the Dean sent to Department with copy to the Provost
- Late
April

Preparation by Department Chair of Program Review Executive Summary
- Late
April

Submission by Department Chair to Provost of electronic version and one hard copy of Program Review Executive Summary, Program Review Self-Study, Program Review Team Report, Department Response, and Dean's Response
- May

Program Review Executive Summary sent to Faculty Senate, Board of Trustees Academic and Student Affairs Committee, and Board of Governors
- June

Post program review process evaluation meeting with program chairs and program review coordinators
- 18 months
after review

First-Follow-up Report submitted by Department Chair to the Dean with copy to the Provost
- 30 months
after review

Second Follow-Up Report submitted by Department Chair to the Dean with copy to the Provost
- 42 months
after review

Third Follow-Up Report submitted by Department Chair to the Dean with copy to the Provost