**The University of West Florida, Division of Academic Affairs**

**Academic Program Reviews**

**2023-2024 Timeline**

1. Provost’s Office notification to deans and program chairs/directors of upcoming programs to be reviewed.

 Summer 2023

2. Conduct program review orientation session for deans, program chairs/directors, and office administrators. Presentation by Institutional Research of common data elements related to enrollment, degrees granted, and personnel and financial resources.

 September 2023

3. Submission by program chair/director of information on Program Review Coordinator Contact Information (Program Review Contact Information).

 October 2, 2023

4. Submission by program chair/director of Program Review Planning Form in DocuSign. This includes information on program review goals/objectives, the proposed external consultant, and UWF faculty/staff who will serve on the Program Review Team.

 October 23, 2023

5. Preparation and completion of program review Self-Study by program faculty/staff to dean. Submit Expense Worksheet for Outside Reviewer ($2500 Budget Transfer to Department)

 January 31, 2024

6. Submission by program chair/director of proposed Program Review Team site visit schedule (dates, times, locations) to Vice Provost.

 4 weeks prior to visit

7. Conduct site visit review of Program Review Team.

 February or March 2024

8. Submission of Program Review Team Report to program chair/director.

Recommended time frame is no later than 2 weeks after the visit. Please note external reviewer does not get paid until report is submitted.

9. Submission by program chair/director of program faculty/staff response to Program Review Team Report to dean.

 Early April 2024

10. Final report review/response by dean to program faculty/staff comments.

 Mid-April 2024

11. Program chairs and/or directors are asked to submit the following documentation electronically to the Vice Provost: 1) Program Review Executive Summary; 2) signed Confirmation of Processes form; 3) Program Review Committee Final Report; 4) Department Response, and, 5) Dean’s Response.

 April 29, 2024