

Self-Study Timetable for Program Review Process

This timetable is an approximation based on an academic year review – the dates provided are benchmarks. All components of the program review process are included, as are the tasks needed to complete them. ***Please note:*** The timetable for calendar-year review of programs may differ from the one presented here (e.g., based on requirements of the accrediting body concerned).

The dates given below are based on an academic year review and are associated with two consecutive academic years:

AY1 = Academic year *prior to* that in which the self-study and campus visit are completed.

AY2 = Academic year in which the self-study is completed and the campus visit takes place.

DATE

TASKS

Mid-January, AY1

- Dean notifies chair/program director of upcoming program review.

Spring semester, AY1

- Organize working group(s) (i.e., beginning ~18 months before the self-study is completed). To the degree possible, involve *all* department/program faculty.
- Define working group members' responsibilities.

Fall semester, AY2

- Working group(s) conduct self-study, consulting students and others outside the working group(s) at appropriate times in the process. Complete draft by **December 1**.

Meanwhile:

Early November (AY2)

- Chair/program director submits to dean the names, contact information, and vitae of three to five potential external reviewers.

Mid-November (AY2)

- Dean reviews department's recommendations and selects two to three names. Dean notifies chair/program director who then sends selected names and vita to associate provost for approval.

Early December (AY2)

- Associate provost notifies dean and chair/program director of final approval, and chair/program director informally invites reviewers to visit campus.

Early December (AY2)	<ul style="list-style-type: none"> • Chair/program director submits self-study to faculty for review; document is revised, as necessary.
Mid-December (AY2)	<ul style="list-style-type: none"> • Chair/program director submits revised self-study to dean for review. • Chair/program director confirms final external reviewers and works with reviewers, faculty, students, dean, associate provost, provost, and other attendees to arrive at campus visit dates.
Mid-January, AY2	<ul style="list-style-type: none"> • Chair/program director notifies the dean, associate provost, and coordinator of the campus visit dates. Coordinator notifies Human Resources, Diversity, & Inclusion and Travel of the names and dates. • Dean reviews self-study and recommends revision as needed. • Chair/program director makes necessary revisions and resubmits to dean. • Dean sends self-study to associate provost for review. • Associate provost reviews and authorizes distribution to external reviewers (4-6 weeks prior to campus visit).
Early February, AY2	<ul style="list-style-type: none"> • Coordinator sends the required paperwork for external reviewers to chair/program director. Chair/program director completes paperwork and sends to dean.
Mid-February, AY2 or 4-5 weeks prior to campus visit	<ul style="list-style-type: none"> • Dean sends self-study, confirmation letter, and required paperwork for stipend and travel reimbursement to external reviewers.
March/April, AY2	<ul style="list-style-type: none"> • Campus visit takes place. • Immediately after the campus visit, all remaining external-review expenses must be submitted to the Office of Strategic Planning & Assessment (Appendix I—External Evaluator Payment Process).
April/May, AY2 (within one month of campus visit)	<ul style="list-style-type: none"> • External reviewers submit report to department. • Department sends external report to dean, associate provost, and provost, copied to coordinator for

Strategic Planning & Assessment.

May/June, AY2

- Department reviews external reviewers' report in conjunction with department self-study.
- Dean and chair/program director discuss external reviewers' report in conjunction with department self-study; chair/program director develops response for dean's, associate provost, and provost's review.
- Department conducts follow-up meeting(s) to address concerns and recommendations and to develop an action plan.

September 1, AY2

- Provost's Office files self-study, external reviewers' report, and departmental response for System Administration review upon request.

Ongoing, with annual reports

- Department implements improvements and submits annual reports of improvements to dean and associate provost.

Note: The campus-wide budget allocation process will inform when and how resource needs are addressed.