Timeline for Spring Program Reviews

If program review is synchronized with an accreditation review, utilize the timeline from the accrediting body and provide a copy to the Office of the Provost. All other program reviews should follow the timeline outlined below.

Nov
Orientation meeting with Deans or designees and Provost or designee for preliminary discussion of review. Provost’s office will provide necessary forms and formats for the review.

Nov.
Provost’s Office Requests and obtains necessary data for review from Office of Institutional Research and provides to colleges.

Nov. - May
Department conducts faculty meetings, using self-study format, and makes self-study assignments. The self-study should serve as the vehicle for departmental discussion and reflection. It should not be the sole responsibility of one individual.

March - April
Faculty examine and analyze data, discuss implications for self-study

June 30
If a consultant is to be utilized, submit to the Provost the names and biosketch, resume’ or vita of at least three nominees who meet the specified criteria. The Academic Affairs will contact the nominees and select a consultant.

If an on-site visit by the consultant is planned, Academic Affairs will determine, with the consultant and the College, the dates for the visit.

June 30
Dean’s Office submits to Provost the completed data tables for the self-study with a brief analysis of the implications

September 15
If the program serves other departments or has significant collaborations with other departments, input from those departments is sought.

June – October 15
Utilizing the specified format, draft the self-study. The draft should be reviewed by the faculty, Chair and Dean.

October 20
Provide a draft self-study to Academic Affairs for review.

December 10
Submit 3 paper copies and an electronic copy of the final self-study document to Academic Affairs.

Updated 4-3-2007
The self-study (and consultant’s report if applicable) is submitted to the Board of Governors.

The Provost and Dean meet to discuss the program review and necessary follow-up.

**Reviews utilizing a consultant will have the following additional actions:**

- **February**
  - Academic Affairs makes travel and hotel reservations and contract for consultants
  - Provide a copy of the self-study to the consultant (Academic Affairs)
  - The college or department review coordinator, in consultation with the Dean and Academic Affairs and the consultant, makes arrangements for the consultant’s visit and provides a draft site visit schedule.

- **March**
  - Site visit schedule is finalized

- **February - March**
  - Welcome and orient consultant and conduct site visit.
  - Obtain consultant’s report (two weeks following visit)
  - Review report and request corrections

- **May**
  - Consultant submits final report

February 2007