

Appendix A. Checklist and Timeline for Program Reviews

Academic Unit

- Select self-study coordinator (September, year one)
- Attend orientation meeting (End of October, year one)
- Complete Self-Study (November to March, academic year one)
- Submit Self-Study with Memo from College Dean (April 1, academic year one)
- Suggest external and on-campus reviewers with Self-Study submission
- Cooperate with review officers to arrange site visit schedule (Fall - academic year two)
- Supervise site visitors during visit (Fall academic year two)
- Distribute site visitors' report to faculty (Fall year two - 3 weeks after site visit)
- Schedule faculty meeting to discuss review and prepare response
- Forward response to dean (2 weeks after receiving department response)
- University Committee review needed (October - February of year two)
- Attend planning/implementation session (March - April of year two)
- Review actions to be taken with supervising dean (within two weeks)

Academic Dean

- Attend orientation meeting (October, year one)
- Work with the department in preparing the Self-Study (November to March, academic year one)
- Receive and review self-study (April 1, academic year one)
- Meet with review panel (Fall year two)

- Read review panel's report and department response (Fall year two)
- Forward dean's response to review officers (within two weeks)
- Attend Senate committee meeting as needed (October- February year two)
- Attend planning/implementation session (Spring academic year two)
- Review with department actions to be taken (within two weeks of meeting)

Review Officers

- Notify unit about review (September, academic year one)
- Obtain names of Self-Study coordinators from chairs (October, academic year one)
- Conduct orientation session (End of October, academic year one)
- Review, process and distribute self-study (March-April, academic year one)
- Select program review panel (End of March-April, academic year one)
- With unit, arrange program review panel's schedule (September – December, academic year two)
- Conduct entrance interview (Fall, academic year two)
- Conduct exit interview (Fall, year two)
- Obtain and distribute program review panel's report (Fall, year two)
- Schedule review for Univ. Graduate or Undergraduate Review Committee (spring academic year two)
- Schedule planning/implementation meeting (spring academic year two)
- Coordinate final record of program review (spring academic year two)