

Appendix A. Checklist and Timeline for Program Reviews

Academic Unit

- Select self-study coordinator (September, year one)
- Attend orientation meeting (October, year one)
- Suggest external and on-campus reviewers (September, year two)
- Suggest dates for site visit (September, year two)
- Complete self-study (November to November, years one to two)
- Cooperate with review officers to arrange site visit schedule (fall year two)
- Supervise site visitors during visit (spring year two, preferably prior to spring break)
- Distribute site visitors' report to faculty (spring year two)
- Schedule faculty meeting to discuss review and prepare response
- Forward response to dean (within two weeks)
- Attend Senate committee meeting as needed (following academic year)
- Attend planning/implementation session (following academic year)
- 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 November, years one to two)
- Receive and review self-study (November, year two)
- Meet with review panel (spring year two, preferably prior to spring break)

- Read review panel's report and department response (spring year two)
- Forward dean's response to review officers (within two weeks)
- Attend Senate committee meeting as needed (spring year two or subsequent year)
- Attend planning/implementation session (spring year two or subsequent year)
- Review with department actions to be taken (within two weeks)

Review Officers

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