

Timeline

Academic Program Review Timeline

Fall – Year 1

- **August:** Standard data elements are produced, incorporating four years of new data since the last program review.
- **September:** Departments receive notification of the upcoming review.

Spring – Year 1

- **January:** Strategic Planning and Assessment Workshop (SPAW) – attendance required at the Five Year Review session by department chair and other faculty involved in the upcoming program review process.
- **Throughout the Semester:** Department-level discussions on program review take place.

Summer – Year 1

- **By July 1:** Slate of potential program reviewers (internal and external) submitted to the Dean.
- **By August 15:** Draft of the self-study completed and submitted to the Department and Dean.
- **By First Day of Fall Semester:** Finalized data provided to the Department.

Fall – Year 2

- Department edits, improves, and approves the self-study.
- Self-study submitted to the Dean for approval, then forwarded to the Provost and Assessment Director.
- Reviewers conduct program evaluation, site visit, and submit their report by the last day of the semester.

Spring – Year 2

- **By February 15:** Department prepares a response to the reviewer, drafts an executive summary, and submits the final review to the Dean.
- The Dean reviews the departmental submission and sends the final report and an accompanying letter to the Provost in the correct format.

- **The Provost reviews the packet and adds their final letter to the packet.**
- **A department representative presents the results of the Five Year Program Review to the Faculty Senate at one of their meetings to be coordinated with the Senate secretary.**