

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 (SPA) – 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.