

# Program Review Timeline Spring Visit

To be completed by: Name

Deadline: Date

Done?	Department/Unit	Due By	Notes
	Receive startup memo	Sept. 1	
	Attend Program Review Orientation	Mid-Sept.	Bring any dept. representatives who will work on the review
	Assemble self-study report team	Sept. 30	
	Ensure progress on self-study	Oct. - Nov. 15	
	Identify & contact at least 5 review team members	Nov. 15	
	Forward list of review team nominees to dean	Nov. 20	Include CVs & contact information
	Schedule external review dates	Jan. 30	
	Forward preliminary self-study to Dean; Provost	45 days prior to visit	Send to dean & vice provost
	Distribute final self-study to reviewers & others	30 days prior to visit	Send to dean, vice provost, provost, grad. council rep.
	SITE VISIT	Before Apr. 30	
	Provide response to external review report	Within 2 weeks	Send to dean, vice provost & provost
	Attend follow-up meeting		Also attended by dean, provost, vice provost
Done?	Dean	Due By	Notes
	Receive copy of startup memo	Sept. 1	
	Approve list of 5 review team members	Nov. 20-30	Submitted by chair w/ CVs & contact information
	Forward list of 5 review team members to Provost	Nov. 30	
	Approve preliminary self-study from department	45 days prior to visit	
	SITE VISIT	Before Apr. 30	
	Provide response to external review report	Within 4 weeks	Send to chair, vice provost & provost
	Attend follow-up meeting		Also attended by chair, provost, vice provost
Done?	Graduate Council	Due By	Notes
	Appoints representative to Program Review	Beg. of fall semester	
	Representative receives & reviews self-study	30 days prior to visit	
	SITE VISIT	Before Apr. 30	
	Receives report from representative		
	Discusses report w/ Provost at a meeting		
Done?	Provost's Office	Due By	Notes
	Issues program review startup memos	Sept. 1	
	Organizes & offers Program Review Orientation	Sept. of each year	
	Formal invites to reviewers	Early Dec.	
	Provides account nos. for travel, honoraria, lodging	Jan. & Feb.	
	Follow-up w/ Department on progress	Monthly	
	Ensure self-study draft is received from department	45 days prior to visit	
	Ensure review schedule is received from department	30 days prior to visit	
	SITE VISIT	Before Apr. 30	
	Receive external review report & distribute	Within 2 weeks	Send to Dean, Dept., Grad. Council Rep.
	Receive dept. & dean responses to report		
	If applicable, meet w/ Grad. Council for input		
	Schedule follow-up meeting		Meeting for Dean, Dept., Provost & Vice Provost
	Provide formal memo to Dept.		
	Complete final report to Board of Regents	Fall of each year	