

SUGGESTED TIMELINE
for Program Review Activities
(Non-Specialized Accredited Programs)

Activity Completed Before	Activity
May 1	Informational Session for programs going through program review in the upcoming academic year.
May 15 - August 20	Academic Audit Completed; Initial Findings Sent to Department Chair for review; Meeting with Department Chair to review accuracy of audit.
September 8	Program faculty initiates self study.
October 15	List of at least three potential reviewers and rationale for their inclusion sent to dean. If more than one external reviewer is needed dean must forward request to the provost.
October 30	Final decision of external reviewer(s). Final Audit summary sent to department chair and dean.
November 30	Dean's office makes arrangement for external reviewer visit.
December 15	Independent contractor agreement complete for external reviewer(s).
January 13-20	Self study DRAFT submitted to dean or designee for review. Working with program leadership, dean schedules time with provost for culminating conversation (held between April & June 1.)
February 15	Dean provides feedback to department.
February 28	Self study complete; Submit to external reviewer. (External reviewer(s) are to have the program's self study a minimum of two weeks prior to visit.)
March-April 15	On-site visit by external reviewer(s). External reviewer(s) must submit final report to department chair and dean within 10 days of visit.
April 30	SWOT Analysis completed by program faculty; Submit materials to Dean.
May 20	SWOT Analysis completed by dean or designee and forwarded to Provost office.
April-June 1	Culminating conversation with provost.
September 1	Final feedback from provost sent to dean and copies sent to others present at culminating meeting.