

Academic Program Reviews Timeline / Checklist

Prior to Review

- Provost** notifies unit/college that review will occur.
- Provost** initiates a meeting with Dean's office and Department chair to orient the unit to the process. Includes directive to initiate unit self-study and provides performance indicators /campus data. Sends links to unit.
- Unit** nominates possible reviewers.
- College** discusses reviewers with department head (and school director where applicable) and provides listing (priority order, duplicates eliminated, substitutions for sub-disciplines listed) to Provost for review.
- Provost** provides approved listing of possible reviewers to College.
- College** comments on/approves final listing.
- Provost** formally invites reviewers with a joint letter from Dean and Provost.
- Provost** notifies college and unit of confirmed reviewers.
- College** works with unit and reviewers to secure meeting dates.
- College or Unit** identifies and asks one confirmed reviewer to serve as chair. (offers \$400 for service.) Notifies Provost's Office.
- College or Unit** coordinates air and hotel reservations and prepares schedule with unit.
- Unit** provides copy of self-study and questions for reviewers to College and Provost three weeks prior to review meeting date.
- Provost** reviews self-study and questions for reviewers and replies to college that information was received.
- College** sends data, unit's self-study, and review template to reviewers at least 2 weeks before visit.

During Review

- College** meets with the reviewers during an initial meeting to charge the reviewers.
- Provost** meets with the reviewers during one of the final meetings to discuss the review.

After Review

- College** sends e-mail to reviewers thanking them for their visit and requesting them to submit their expenses.

After Report is Received

- Provost** initiates payment to reviewers immediately upon receipt of report.
- Provost** sends thank you letter to reviewers from Dean and Provost at the end of the semester after the review takes place.
- Unit**, in consultation with **College**, submits response to external review report to Provost.
- Provost** sends college and unit \$1000 for each reviewer to cover expenses.
- Provost** sends a follow-up thank you letter to reviewers from Dean and Provost, which includes the reviewers' recommendations and the response from the unit.