**Academic Program Review Calendar and Timeline (Outline)**

From initial notification to signing of the Memo of Understanding, the program review process requires 18 - 24 months to complete. Note however, that the majority of the work falls within a single year, as follows: each college differs in the amount of time needed at the college level to approve the self- study.

**Academic Year 0 (4)**

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| Month 0 (Semester before Launch Meeting) | 1. Program Review office/coordinator notifies programs of forthcoming external review 2. Program review committee goes to IR website and starts gathering the data needed for the self study. With help from the Program Review Office, program review committee gets all other materials needed together to write the self-study. 3. Program decides who is going to be responsible for putting together the self-study. It’s recommended it be someone other than the chair or someone working with the chair. The program decides whether or not to allocate release time. |

**Academic Year 1**

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| August (Month 6) | Program Review launch meeting – including at least the department Chair or program coordinator, program review coordinator, and the assessment liaison. |
| Month 6 - Minimum of one semester (anywhere from 4-6 months) | Program writes self study. |
| Month 11 - Anywhere from 1-3 months (each college differs in the amount of time needed at the college level to approve the self-study) | 1. Self study submitted for college approvals. Recommended changes incorporated. 2. Once approved, department chair sends one signed hard copy including appendices and one electronic copy to Program Review Office |
| Month 13 - At minimum 1-3 months to get review scheduled | Complete list\* of recommended external reviewers submitted to UGS/PR once self study is approved. Program Review Office will schedule external review,  \*email and phone numbers needed |
| Month 15 – 2 days of meeting | External reviewers visit campus. |
| Month 16 - Up to 2 months after external review meeting | External reviewers submit report; draft MOU is written by program review coordinator. |

**Academic Year 2**

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| Month 17 - 1 – 2 months | Wrap-up meeting to correct and finalize MOU.  Final MOU received by program and distributed to Provost, EPC and GSC and President. |
| Month 18 - 1 month | Summary report to Chancellor’s Office. |

