



Program Review: Procedures and Timelines

1. The program review schedule is established by the Office of the Provost and Dean of the College in consultation with the Associate Dean for each Faculty. Questions about the scheduling of a specific review should be directed to the Associate Dean of the Faculty to which the program belongs.
2. Department chairs and program directors will be notified of their review in the spring semester preceding the year in which the review takes place. Before the spring semester finishes, the chair/director should consult with the Associate Dean to go over the requirements of the review, a probable schedule, and a plan for completing it within the next academic year. Most important at this stage is formulating the key questions the review should answer for the department/program.
3. External reviewers, usually two, are chosen by the Provost, in consultation with the Associate Dean and chair/director.
4. The chair/director, with the help of members of the department/program and the Office of Institutional Research and Evaluation, prepares the self-study.
4. Several weeks before the visit of the external reviewers, the self-study is sent to them and distributed to the Provost and members of the Dean's Council.
5. The chair/director should plan the schedule for the visit of the reviewers according to the guidelines on making arrangements for external reviewers on the DOC website.
6. The chair/director discusses the reviewers' report with the Associate Dean and Provost. The results of the review are also discussed in the Dean's Council.
7. The chair/director prepares a response to the review, including a blueprint for action based on the entire review process.