Academic Program Review
Process Timeline

The Academic Program Review process follows the general schedule and procedures outlined below, however, an academic college may choose to enact a more stringent timeline. The *Academic Program Review Manual* outlines specific details for each stage of the process.

Time Period	Activity	Responsible Individuals
Year 0 – Spring semester	✓ Attend institutional orientation meeting ✓ Attend college/school program-specific planning meeting ✓ Gather and review programmatic data	✓ Dean or designee ✓ Program director/department chair ✓ Others as identified by the dean
Year 1 – Fall semester	✓ Write Self-Study and gather supporting documentation ✓ Submit draft of Self-Study to dean by end of fall semester	✓ Program director/department chair ✓ Program faculty, as assigned
Year 1 – Spring semester	✓ Dean or designee reviews Self-Study and returns to program for editing ✓ Submit final draft to dean and Assistant Provost for Institutional Effectiveness by end of spring semester ✓ Identify and contact External Review Team members ✓ Set date for on-site or electronic visit	✓ Dean or designee ✓ Program director/department chair ✓ Program faculty, as assigned
Year 2 – Fall semester	✓ Visit by External Review Team (ERT) – Self-Study provided to ERT at least four weeks prior to visit ✓ ERT submits External Review Team Report four to six weeks after visit ✓ Review ERT Report for factual errors and respond to ERT, if necessary, within the designated time period ✓ Submit ERT Report to Assistant Provost for Institutional Effectiveness	✓ External Review Team ✓ Dean or designee ✓ Program director/department chair ✓ Program faculty, as assigned
Year 2 – Spring semester	✓ Develop an Action Plan based on the Self-Study and External Review Team Report ✓ Submit Action Plan to Assistant Provost for Institutional Effectiveness by end of spring semester	✓ Dean or designee ✓ Program director/department chair ✓ Program faculty, as assigned