Program Review Timeline at a Glance

YEAR PRIOR TO APR	TIMEFRAME
Dean's office notifies departments of upcoming APRs	One year prior to site visit.
Associate dean and a representative from the Office of Institutional Research and Assessment meet with department chair or program director for APR orientation	One year prior to site visit.
Department chair or program director forms self-study committee	One year prior to site visit.
YEAR OF APR	
External reviewers proposed, decided by college dean	Semester prior to site visit
Develop timeline and site-visit schedule	Semester prior to site visit
Complete self-study report draft; submit rough draft to dean	Three months prior to site visit
Finalize self-study report; send to internal offices and reviewer	Three weeks prior to site visit
Site visit (two days)	Site visit
Receive external reviewer report	Within one month following site visit
Department/college processes reimbursements and honorarium for external reviewer	Within one month following receipt of reviewer report
YEAR AFTER APR	
Draft action plan for review by dean	Six weeks following receipt of reviewer report
Schedule action plan meeting with provost	Semester following receipt of reviewer report
Finalize action plan; provost approval and filing	Semester following receipt of reviewer report
THREE YEARS AFTER ACTION PLAN	
Mid-term progress report submitted to college dean and the Office of Institutional Research and Assessment	End of 3rd year following review year.