

THEC Program Review Overview of Activities

Timeline

Step #	Description	Estimated Completion Dates
Step 1	Assign self-study responsibilities	September 10th
Step 2	Review data from OPEIR	September 10th
Step 3	Meet with OPEIR staff to discuss academic program review process	September 18th
Step 4	Submit nominees for external reviewers	October 6th
Step 5	Conduct self-study and prepare report	October and November
Step 6	Submit initial draft of self-study report	November 18th
Step 7	Submit final version of self-study report	December 3rd
Step 8	Schedule and make arrangements for external reviewer site visit	December 11th
Step 9	Conduct external reviewer site visit	February or March
Step 10	External Reviewer submits completed checklist and final review to Department Head and Assistant Provost, OPEIR	February or March
Step 11	Department develops a plan to address recommendations of reviewer and self-study	September 30th
Step 12	Implement plan to address recommendations of reviewer and self-study as a part of the ongoing institutional effectiveness process	Academic year(s) following the program review