

Timeline

This section of the program review packet contains a timeline specifying when certain steps should be completed, followed by a more detailed explanation of each step. It is imperative that the items in bold be completed prior to the deadline.

Step #	Description	Timeframe/Deadline
Step 1	Meet with OAA staff to discuss academic program review process	October
Step 2	Assign self-study responsibilities	October
Step 3	Review data from OAA	October
Step 4	Submit nominees for external reviewers*	November
Step 5	Conduct self-study and prepare report	October, November, and December
Step 6	Submit initial draft of self-study report*	Beginning of January
Step 7	Submit final version of self-study report to the provost, the dean, and OAA*	Mid-February
Step 8	Schedule and make arrangements for external reviewer site visit	February
Step 9	Distribution of materials (agenda, self-study, etc.)	February or March
Step 10	Conduct external reviewer site visit	March or April
Step 11	External reviewer submits completed Rubric to department head and director of OAA*	March or April
Step 12	External reviewer submits completed final narrative report to department head and director of OAA*	March, April, or May
Step 13	Department submits charges	March, April, or May
Step 14	Department develops a plan to address recommendations of reviewer and self-study	September
Step 15	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

***All documents will be submitted electronically**