**Program Review Checklist**

Timeline for the program review process

A recommended timeline for the programs that are not externally accredited is given below. In this timeline, the program review year is defined as the year in which the external reviewer(s) visit our campuses, the action plan is agreed upon, and the final program review report is submitted.

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| **The year prior to the program review year** | **Completed** | **Notes** |
| 1.      Academic departments and program chairs call meeting to plan the program review process. |  |  |
| 2.      By 15 September, programs should submit to the Provost a) a list of potential external reviewers the candidate(s) for program review coordinator. |  |  |
| 3.      By 15 October, the Provost’s office approves the external reviewer and program review coordinator for the program review process. |  |  |
| 4.      By 15 October, programs should submit to the Provost a list of potential peer and aspirant programs with a rationale for each choice. |  |  |
| 5.      By 15 November, the Provost must approve the peer and aspirant programs (2–4 of each) to be used in the program review. |  |  |
| 6. By June 30, a preliminary self-study report is submitted in lieu of an annual report |  |  |

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| **The program review year** | **Completed** | **Notes** |
| 1.      In the summer of the program review year, programs may meet to reflect on the self-study. |  |  |
| 2.      By 1 October, the program review coordinator(s) will receive a critique of the preliminary version of the self-study. |  |  |
| 3.      Before Thanksgiving break, programs should submit the final version of their self-study report to the Provost’s office.  |  |  |
| 4.      Once the self-study is complete, the program review coordinator(s) should send a copy to the external reviewer (at least three weeks before campus visit). |  |  |
| 5.      In January or February, the external reviewer visits (typical timeframe, can be earlier)  |  |  |
| 6.      External reviewer’s report submitted to department (not more than one month after visit) and Provost |  |  |
| 7.      Within three weeks of receipt of external review’s report, department sends response to Provost |  |  |
| 8.      Within three weeks of receiving the program’s response, the Provost responds to both the reviewer’s report and the program’s response. |  |  |
| 9.      The Provost organizes at least one action plan meeting. |  |  |
| 10.  By 30 June, the program will submit its final program review portfolio to the Provost’s office.  |  |  |