



Program Review Process Checklist	
<ul style="list-style-type: none"> <input type="radio"/> <input type="radio"/> 	<p>Program Review Self-Study, Fall Year 1</p> <p>The academic unit attends workshop for program review hosted by the Faculty Center and Academic Programs.</p> <p>The academic unit initiates the program review with preparation of a self-study document. The academic unit must incorporate all components defined in the self-study template approved by the Academic Planning, Assessment, and Resources Committee (APARC).</p> <p><i>See detailed instructions in Program Review Policy, Section III.</i></p>
<ul style="list-style-type: none"> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> 	<p>External Review, Spring Year 1</p> <p>Program faculty will submit a list of potential external reviewers to the School Dean, who will select an external reviewer in consultation with the program faculty. Once the external reviewer is selected, the program faculty must contact the Office of Academic Programs to initiate the payment procedures. Failure to complete this step of the process may result in delays or denial of payment to the external reviewer.</p> <p>Program faculty will provide a copy of the self-study document and other relevant materials to the external reviewer and the Office of Academic Programs in advance of the external reviewer's on-site visit.</p> <p>Program faculty will coordinate with the Office of Academic Programs to set the itinerary and agenda for the visit, including a meeting for the external reviewer with the AVP for Academic Programs, ideally scheduled at the conclusion of the on-site visit day.</p> <p>The external reviewer will provide a report to the department within four weeks of the visit.</p> <p><i>See detailed instructions in Program Review Policy, Section V.</i></p>
<ul style="list-style-type: none"> <input type="radio"/> <input type="radio"/> 	<p>School-Level, Dean, and Graduate Studies Subcommittee Review (when appropriate), Spring Year 1 or Fall Year 2</p> <p>Program faculty will submit program self-study and external reviewer's report to the School Dean and the School Curriculum Committee. The dean and the curriculum committee will provide a written response and report per policy guidelines to the University Program Review Subcommittee (UPRS).</p> <p><i>Graduate Programs:</i> Program faculty will submit program self-study and external reviewer's report to the Graduate Studies Subcommittee (GSS). GSS will provide a brief written report to the University Program Review Subcommittee (UPRS).</p> <p><i>See detailed instructions in Program Review Policy, Section VI Step 1a and 1b.</i></p>
<ul style="list-style-type: none"> <input type="radio"/> <input type="radio"/> <input type="radio"/> 	<p>University Program Review Subcommittee, Fall or Spring Year 2</p> <p>Program faculty schedule a time to attend University Program Review Subcommittee (UPRS) and will forward all relevant documents to UPRS: the self-study, supporting documents, external review report(s), School Curriculum Committees' response, School Dean's review, any program responses, and the report from GSS (when appropriate).</p> <p>UPRS will review the materials, meet with program faculty, and prepare a Findings and Recommendations (FAR) report and forward the FAR to the program. The program faculty should respond to the FAR, detailing plans for implementation of the recommendations or reasons for not doing so.</p> <p>After receiving the program's response, UPRS will prepare a final FAR and distribute to the program and appropriate administrator for action.</p> <p><i>See detailed instructions in Program Review Policy, Section VI Step 2.</i></p>
<ul style="list-style-type: none"> <input type="radio"/> 	<p>Review by Provost and Agreement on Actions, End of Year 2</p> <p>The Provost, Dean, and Department Chair meet to discuss the outcomes of the program review and the steps to be taken, resulting in a Memorandum of Understanding (MOU) drafted by the AVP for Academic Programs.</p> <p><i>See detailed instructions in Program Review Policy, Section VI Step 3.</i></p>

This checklist was developed by the Office of Academic Programs to support the Program Review process and is not a comprehensive guide. Be sure review the most recent Program Review Policy in its entirety.