


PROGRAM REVIEW TIMELINE, PART 1

Self-Study Phase of Review	Deadline
Department Chair or Unit Director convenes a program review team. The review team attends a mandatory workshop on academic program review that is offered by Provost's Office staff.	Spring of preceding academic year
Program sends names and curriculum vitae of three potential external reviewers to the College Dean and Provost's Associate, who forwards this information to the Provost.	September 30 of review year
Provost consults with College Dean and then selects one external reviewer to serve for the review. Provost's Associate notifies Program Chair or Director of reviewer selection.	October 20
 No travel arrangements may be made for a site visit at this point.	
Early drafts of the self-study may be submitted to the Provost's Associate for preliminary review and feedback at any point during the Fall semester.	Fall of the review year
A complete draft of the self-study is submitted to the College Dean for review and approval. College Dean may require additional edits.	December 30
Draft of approved self-study report, signed by the College Dean, is submitted by the College Dean to the Provost's Associate. The program review should be submitted both electronically and in hard copy.	January 31
Provost's review team reviews the self-study and consults with College Dean; joint feedback is communicated to program.	February 28
External evaluator visit is either scheduled or postponed based on the extent of changes required to be made to the self-study. This decision is made by the Provost in consultation with the College Dean.	March 15
Program staff contacts the Provost's Associate office to schedule the program reviewer meetings at least one month in advance to ensure that all relevant Provost's Office representatives and the College Dean can attend.	No later than April 1; earlier when possible
Department sends approved self-study to external reviewer.	

PROGRAM REVIEW TIMELINE, PART 2

Site Visit Phase of Review	Deadline
<p>Hosting department prepares agenda which should include meetings with students, faculty and other stake-holders.</p> <p>Meeting of external evaluator with Provost and College Dean should be scheduled to occur toward the end of the campus visit.</p>	<p>Generally March, April, or May</p>
<p>For travel arrangements, please reference the Program Review External Evaluator Site Visit Procedures on Program Review area of the Academic Affairs webpage. https://www.iup.edu/academicaffairs/accreditation/program-review/</p>	
<p>After the visit, the external evaluator submits report to the Provost, the Provost's Associate, the College Dean, and the Chair or Director.</p>	<p>May 15</p>

Submission Phase of Review	Deadline
<p>Program incorporates external reviewer's report into the program review document, adjusts action plan, and submits the final version to the College Dean for signature. The Dean approves the final action plan and submits the signed and completed program review to the Provost's Associate in both hard copy and electronic format.</p>	<p>June 10</p>
<p>Provost's Associate's Office coordinates final submission of the program review to PASSHE.</p>	<p>June 30</p>
<p>Provost's Associate's Office coordinates a reflection meeting with program representatives, members of the Provost's review team, and the College Dean in order to assess the forward progress of the program, as well as determine strategies for continued implementation of program review action plans.</p>	<p>Fall of year 1 after program review</p>
<p>Annual progress reports on program review action plans should be submitted to College Deans and Provost's Associate in Years 2, 3 and 4 after review. (Year 5 will again be a self-study phase.)</p>	<p>June 30</p>