

Timeline and Checklist for Academic Program Review

This timeline and checklist provide a basic overview of the academic program review process. For more detailed information please see the [Academic Program Review Guidelines](#).

Three Semesters before Review

- Initial meeting between department chair and Dean to begin review process
- Semester and year of external reviewers' visit confirmed
- Department chair names review coordinator, if s/he not to serve in that capacity
- Potential external reviewers (6-8) are discussed and agreed on by department
- Review coordinator forwards names of potential reviewers to Dean along with preferred dates (3-4) for reviewers to visit

Two Semesters before Review

- Department meets to frame focus of program review
- Dean's office confirms external reviewers and dates of visit with Review coordinator; invites reviewers
- Department gathers relevant materials for review document:
 - History of department
 - Departmental student learning outcomes
 - Assessment of student learning in light of aforementioned outcomes
 - Data on enrollments/majors (disaggregated by relevant demographics)
 - Data from student/alumni surveys
 - Comparative data from similar colleges or programs
 - Faculty profiles (CVs teaching, research, service)
 - History of finances/support for faculty and students (e.g., grants received for research, travel, senior projects)

One Semester before Review

- Write review

Semester of Review:

- Dean's office arranges transportation/lodging for reviewers as necessary; Obtains CVs of external reviewers
- Complete version of program review document is sent by review coordinator to Dean and external reviewers no later than two weeks before the visit is to take place.
- Department is responsible for putting together the schedule for the external reviewer's visit
- External reviewers submit their report to Dean approximately one month after visit
- Dean's office forwards report to the review coordinator, any relevant administrators/committees for review; Review coordinator disseminates to department
- Within one month of receiving report, review coordinator arranges meeting with Dean and department chair to discuss report recommendations.

One Year after Review

- One year after visit, the department chair submits follow-up progress report to Dean. Dean makes further recommendations for action as appropriate.