

## **Student Affairs Unit Comprehensive Program Review Timeline/Checklist**

### Nine Months Prior to External Review Visit

- Department initiates self-study process.

### Seven Months Prior to External Review Visit

- Department submits recommendations for at least five potential external reviewers to the dean.
- Department submits recommendations for campus review team chair and members to the dean.

### Six Months Prior to External Review Visit

- External reviewer(s) selected and commissioned by the dean. The dean invites external reviewer(s), explains process and expectations, and sets tentative dates for visit based on schedules of external reviewer(s), department and administrators.
- Department submits and reviews self-study with the dean and appropriate supervisor(s).

### Five Months Prior to External Review Visit

- The dean appoints campus review team chair and members. The dean explains process, expectations and timeline for campus review.

### Six Weeks Prior to External Review Visit

- Campus review team submits written report to the dean. Following review by the dean the report will be forwarded to the department.

### Four Weeks Prior to External Review Visit

- The dean sends department self-study and campus review reports to external reviewer(s).
- Visit arrangements and associated paperwork are finalized by the department.

### External Review Site Visit

- External reviewer(s) meet with department staff, faculty, students and review documentation.
- External reviewer(s) should meet with the dean for an initial interview and for an exit interview.
- External reviewers should meet with the Provost and Vice President for Academic Affairs if possible at an appropriate time during the visit.
- Department will process the reimbursement paperwork for the visit.

### One Month Following External Review

- External review team submits written report to the dean. Following review by the dean the report will be forwarded to the department.

### Two Months Following External Review

- Department will meet with the dean to discuss the department's response to the program review reports.
- Based on the department's discussion with the dean, the department will submit a proposed action plan and five-year assessment plan.

### Three Months Following External Review

- The dean will respond to the proposed action plan and five-year assessment plan, indicating support or non-support.
- The dean will submit two copies (one to the Provost and Vice President for Academic Affairs and one to the Office of Institutional Planning, Research and Assessment) of the department self-study, campus review team report, external review report, department action plan, department five-year assessment plan and dean's response.
- The dean will discuss the results of the comprehensive program review with the Provost and Vice President for Academic Affairs.