

### Timeline for Undergraduate Program Review

Two semesters prior to site visit, near the end of the semester	Vice Provost for Undergraduate Education corresponds with the chair/director and other representatives to charge them with the review tasks. The chair/director appoints a committee to oversee and guide the preparation of the Academic Program Review within the relevant deadlines.
Two semesters prior to site visit, near the end of the semester	The departmental committee prepares a timeline for completing the self-study and gathers data, working with materials and data provided by the Office of Institutional Research and Assessment.
Two semesters prior to site visit, near the end of the semester	The department/program provides a list of potential external reviewers for the site visit, along with suggested time frames for the visit.
Semester prior to site visit	The Provost selects external reviewer(s) for site visit, aided by list provided by the department.
Semester prior to site visit	The committee completes a draft of self-study for the department to review, then submits draft to Vice Provost, who will review it for completion and may request that the department/program add further clarification or analysis.
Approximately 2-3 months prior to site visit	The Provost's Office forwards the completed self-study to the external reviewers.
Site visit	Site visit by external reviewers; arrangements overseen by the Vice Provost.
Shortly following site visit	External reviewers submit written report to the Vice Provost, who distributes it to the department/program and the Dean.
Following site visit	The Vice Provost and the Dean confer with unit about the external reviewers' report; the department/program identifies action items and timeline and submits a written response to reviewers' report.
No later than the next semester after site visit	Final report is submitted by the Provost to the President
Annually	The department/program reviews key indicators and action items in anticipation of the next program review.
Three years after site visit	The department/program prepares a brief follow-up report on the implementation of the action goals and their impact and submits it to the Vice Provost and Dean.