Master Schedule of Program Review

(rev. 9-2023)

Action(s)	Approximate Date(s)	Executor(s)
Preliminary planning meeting	Early Fall	Associate Provost
• Establish review date • Submit rank-ordered list of prospective reviewers (see "Criteria for Selection of Reviewers")	Early Fall (September 15, 2023 - October 31, 2023) Dates of on-site/virtual visit: mid-February – early April	Department to Dean to Associate Provost
Approve rank-ordered list of prospective reviewers	Fall	Associate Provost and Dean of Graduate Studies
Final institutional approvals of reviewers	Fall (November 17, 2023)	Provost
Invite selected reviewer	Fall	Dean
Prepare/send/receive contracts	Fall	Dean & College staff
Send information to reviewers: • General information • THEC Instruction for External Reviewer(s) • THEC Program Review Rubric (Undergraduate Programs) • THEC Program Review Rubric (Graduate Programs) • Tentative schedule • Departmental information	Fall (December 15, 2023)	Dean
Submit self-study for review	Fall (December 21, 2023 and forward; allowing at least one week of time for reviews)	Departments to Deans to Associate Provost, Dean of Graduate Studies, and Associate Vice President for Research (for graduate program only)
Send self-study report and related information to the reviewer and copy to Associate Provost	Early Spring (At least 30 days before the on-site visit)	Dean

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Complete schedule/arrangements of the on-site visit: • Final time-schedule • Participation (admin/faculty/students/advisory board) • Meeting spaces • Airport pick-up & return • Lodgings (may consult with Patricia McKenzie) • Meals-schedule & submit ("Request for Food Purchase") • Local transportation	Early Spring	Department working with Dean's Office & Provost's Office
Approve schedule/arrangements	Early Spring	Department to Dean to Associate Provost
Send final schedule/arrangement to the reviewer, faculty, administration	Early Spring	Department
Host the reviewer	During on-site/virtual visit (Mid-February – Early April)	Department
Complete evaluation checklist	Before leaving campus	External reviewer
Prepare & send external reviewer report to the Dean and Provost's Office	Within one month of on-site visit	External reviewer
Send honoraria payment to the reviewer	After receiving reviewer's report	Dean to Business Affairs to External Reviewer
Prepare & submit unit response to external reports	Within one month of receipt of report	Department to Dean to Associate Provost
Schedule follow-up meeting if necessary	Before end of academic year	Dean, Associate Provosts & Provost