**Master Schedule for Program Reviews**

(rev. 9-2020)

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| **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 21, 2020 - October 30, 2020)  Dates of on-site/virtual visit: mid/late February – early April | Department to Dean to Associate Provost |
| Approve rank-ordered list of prospective reviewers | Fall | Associate Provost and Senior Associate Provost |
| Final institutional approvals of reviewers | Fall  (November 13, 2020) | ­­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) * Report outline * Tentative schedule * Departmental information | Fall  (November 25, 2020) | Dean |
| Submit self-study for review | Fall  (December 21, 2020 and forward; allowing at least one week of time for reviews) | Departments to Deans to Associate Provost, Senior Associate Provost & Associate Vice President for Research (for graduate programs only) |
| Send self-study report to the reviewer and copy to Associate Provost | Early Spring  (At least 30 days before the on-site visit) | Dean |

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| **Action(s)** | **Approximate Date(s)** | **Executor(s)** |
| 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 schedule/arrangements to the reviewer, faculty, administration | Early Spring | Department |
| Host the reviewer | During on-site/virtual visit  (Late 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 |