

## Master Schedule for Program Reviews

(rev. 9-2019)

Action(s)	Approximate Date(s)	Executor(s)
Preliminary planning meeting	Early Fall	Associate Provost
<ul style="list-style-type: none"> <li>Establish review date</li> <li>Submit rank-ordered list of prospective reviewers (see "Criteria for Selection of Reviewers")</li> </ul>	Early Fall (September 16, 2019 - October 25, 2019)  Dates of on-site 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 8, 2019)	Provost
Invite selected reviewer	Fall	Dean
Prepare/send/receive contracts	Fall	Dean & College staff
Send information to reviewers: <ul style="list-style-type: none"> <li>General information</li> <li>THEC Instruction for External Reviewer(s)</li> <li>THEC Program Review Rubric (Undergraduate Programs)</li> <li>THEC Program Review Rubric (Graduate Programs)</li> <li>Report outline</li> <li>Tentative schedule</li> <li>Departmental information</li> </ul>	Fall (November 26, 2019)	Dean
Submit self-study for review	Fall (December 20, 2019 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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Complete schedule/arrangements of the on-site visit: <ul style="list-style-type: none"> <li>• Final time-schedule</li> <li>• Participation (admin/faculty/students/advisory board)</li> <li>• Meeting spaces</li> <li>• Airport pick-up &amp; return</li> <li>• Lodgings (may consult with Patricia McKenzie)</li> <li>• Meals-schedule &amp; submit ("Request for Food Purchase")</li> <li>• Local transportation</li> </ul>	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 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