Program Review Process & Timeline

1. **PRS chair** sends welcome packet to assistant dean(s) & department chair(s) *(January of year for which report will be due in October)*

2. School/Department creates **Self-Study Report** *(January – September)*

3. **OIRE** provides annual data (includes prior AY including spring graduates) *(Mid-October)*

4. **School/Department** submits self-study to **PRS** *(October 15)*

5. Optional: **External Reviewer** visit and report to dept./dean/PRS *(October – December)*

6. **PRS** creates summary report and rubric; communicates with department for clarifications *(October – March)*

7. **PRS** shares final summary report with dean & **AAC**. Dean’s comments solicited. AAC discusses PRS Summary Report and AAC comments on report are shared with Common Council *(March – April)*

8. **Provost** meets with dean, chair, PRS chair; provost comments on PRS Summary Report. *(May – August)*

9. Provost’s and dean’s comments submitted to Academic Affairs Committee and Common Council *(September - October)*

AY=Academic Year; AAC = Academic Affairs Committee; DRS = Department Review Subcommittee

Approved by Common Council 12/7/2022