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)*

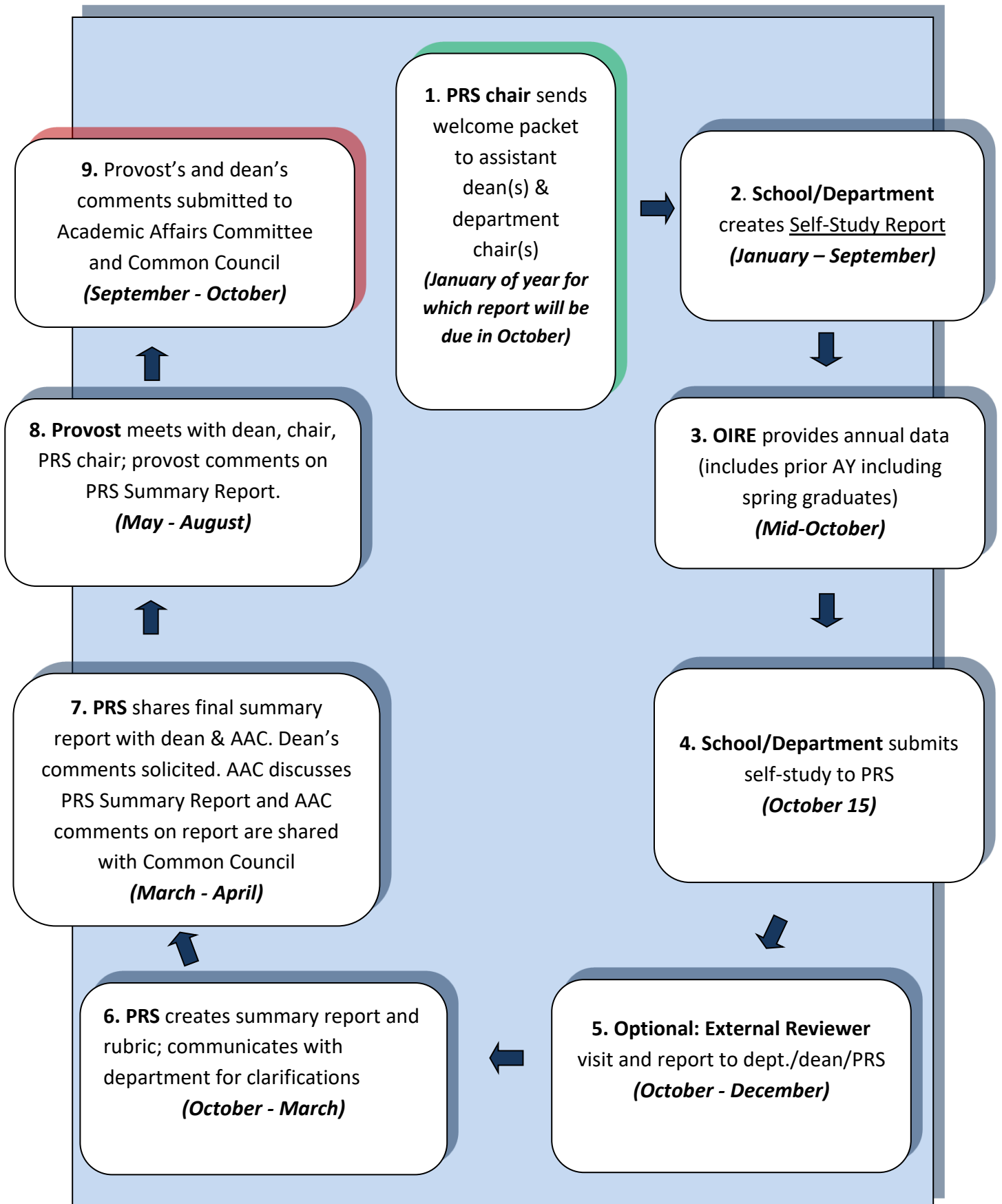**9.** Provost's and dean's comments submitted to Academic Affairs Committee and Common Council *(September - October)*

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

Approved by Common Council 12/7/2022