

Non-Academic, Administrative Unit Review Process and Timeline

Timeframe	ACTIONS
May Prior Academic Year	<p>Initiate Program Review Process</p> <ul style="list-style-type: none"> ▪ The Planning, Assessment, and Analysis (PAA) department identifies departments that have academic program reviews and administrative unit reviews that are scheduled during the upcoming academic year. ▪ The AVP IAP, in conjunction with the respective Vice President, College Dean and division leadership, notifies the Department/Administrative Unit Leaders.
September - October	<p>Launch Program Review</p> <p>Assemble Internal Program Review Team</p> <ul style="list-style-type: none"> ▪ The Department /Administrative Unit Leaders assemble their Unit Review Self-Study Committees/ Teams. <p>Conduct Program Review Pre-Planning Meeting</p> <ul style="list-style-type: none"> ▪ The AVP IAP provides an overview of the Program Review process for all departments/units under review in collaboration with the Vice President/College Dean/division leadership. ▪ The Administrative Unit Review Report guidance is shared. ▪ The AVP IAP: <ul style="list-style-type: none"> ▪ Collects data requests that may be unique to each program/unit review. ▪ A short information module on how to incorporate data into the report is offered and conducted if requested. ▪ Initial data requests are completed.
November - December	<p>Develop Program Review Draft Reports</p> <ul style="list-style-type: none"> ▪ The AVP IAP schedules check-in sessions with administrative unit teams to answer questions and respond to data requests. ▪ The administrative unit review team prepares its report. <p>External Reviewer Nominations – Preliminary</p> <ul style="list-style-type: none"> ▪ Each team develops a list of two (2) to three (3) external reviewer candidates.
Due February 1	<p>Submit Program Review Self-Study Report Draft</p> <ul style="list-style-type: none"> ▪ After discussing the self-study reports with department members: <ul style="list-style-type: none"> ▪ Administrative Unit Review teams submit their draft reports to the respective College Dean or Vice President. The College Dean or Vice President reviews, requests modifications if necessary, and approves the draft. <p>Submit Program Review External Review List</p> <ul style="list-style-type: none"> ▪ Each team submits a list of at least two (2) potential external reviewers to the Vice President, College Dean, or division leadership. ▪ Please provide CV of each suggested external reviewer with your request. <p>Additional Information: Please view the <i>External Reviewer and Reviewer Report Guide</i>.</p>

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March-April	<p>External Reviewer Approval and Invitations</p> <ul style="list-style-type: none"> ▪ The respective Vice President approves Administrative Unit Reviewers by March 1. ▪ Department support personnel, the College Dean or the Vice President invites and contracts with each reviewer. ▪ Departments send the approved unit review report to the external reviewer two weeks to one month prior to the site visit. <p>Site Visit Scheduling</p> <ul style="list-style-type: none"> ▪ Departments, in conjunction with the College Dean’s Office, coordinate site visit arrangements: <ul style="list-style-type: none"> ▪ Administrative Unit Review site visits include meetings with the department leader and respective Vice President. <p>Additional Information: Please view the <i>Academic Program Review – Site Visit Guide</i>.</p> <p>External Reviewer Report</p> <ul style="list-style-type: none"> ▪ The external reviewer sends a report after the site visit to the Administrative Unit Leader, College Dean and/or Vice President. ▪ Ideally, the external reviewer sends this report within two (2) to four (4) weeks subsequent to the visit. <p>Program Review Evaluation Report Discussion</p> <ul style="list-style-type: none"> ▪ The Administrative Unit Leader discusses the reviewer’s report with the Vice President, College Dean and/or division leadership. <ul style="list-style-type: none"> ▪ Findings are used to inform the upcoming annual budget and annual goals. ▪ Signatures that acknowledge that the report has been discussed are collected.
May-July	<p>Final Program Review Communication and Archival</p> <ul style="list-style-type: none"> ▪ The Administrative Unit Leader submits full documentation to the respective Vice President by July 15 and copies the AVP IAP, including: <ul style="list-style-type: none"> ▪ Department Academic Program Review Self-Study Report ▪ External Reviewer Self-Study Report ▪ Signature Page