Planned Schedule of Review Activities

Pre-planning for review	Review Committee	Self-study	Planning for future

Who?	What?	When? By...
Associate Provost	Notifies Dean and Program Leader of Program Review	March 1, year prior to the review
Program Leader (i.e., Department Head, Division Chair, Program Coordinator)	Submits request for any Institutional Research data beyond basic report data	April 1, year prior to the review
Program Leader	Indicates which term they prefers to receive the course release for review service	May 1, year prior to the review
Associate Provost	Provides workshop/consultation on preparation of the self-study	May 31, year prior to the review
Dean	Communicates to Associate Provost if external review is desired	July 1, year prior to the review
Program Leader	Assemble ranked list of potential external reviewers	September 15, review year
Institutional Research	Provides program data to Program Leader	September 15, review year
Dean & Program Leader	Identify possible dates for review visit/activities and notify Associate Provost; develop schedule for review visit/activities	October 15, review year
Dean	Forwards reviewer nominations to Associate Provost	October 15, review year
Associate Provost	Notifies Dean and Program Leader of reviewer(s) approval	November 15, review year
Program Leader	Coordinates completion of the **self-study** (see guidelines), in consultation with program faculty	November 30, review year
Associate Provost	Prepares draft charge letter for Provost	December 31, review year
Program Leader	Completion of self-study	January 15, review year
Dean	Arranges for reviewer travel and accommodations	January 15, review year
Reviewers	Meet with Provost, Dean and Program Leader (Charge meeting)	*Review Visit, Winter/Spring of review year*
Reviewers	Interview identified groups according to schedule provided	*Review Visit, Winter/Spring of review year*
Reviewers	Meet with Associate Provost, Dean, and Program Leader (Exit meeting)	*Review Visit, Winter/Spring of review year*
Reviewers	Complete draft report, submit to Program Leader for fact check	Within 14 days of review visit
Program Leader	Responds to reviewers/factual errors	Within 7 days of receiving draft of report
Reviewers	Complete final report, submit to Dean	Within 30 days of review visit
Dean	Sends copies of final report to Associate Provost and Provost, along with recommendations	Within 14 days of receiving the final report
Provost, Dean and Program Leader	Meet to discuss the Provost's recommendations	Within 30 days of receiving the final report
Program Leader	Meets with program faculty to discuss review and recommendations, and to begin work on program action plan	June 15, review year
Program Leader and program faculty	Submit action plan to Dean	October 1, year after review
Provost	Provides review summary to WOU Board, Faculty Senate	October or January (BOT), October (FS), year after review
Program faculty	Submit action plan updates	Annually

Updated: Sept. 6, 2019