

Program Review Report Evaluation Timeline

| Date/Timeline | Activities |
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| September 20 | Seven-year report submission date |
| September 30 | Final day of the report distribution to all team members |
| Within four weeks after the seven-year report submission (if a site visit is scheduled for Fall) | Complete and submit the Program Review Team Worksheet to the Administrative Assistant to the Dean of Curriculum and Educational Effectiveness |
| Within five weeks after the seven-year report submission (if a site visit is scheduled for Fall) | Team conference call with the purpose of: <ul style="list-style-type: none"> identifying the program's strengths and areas for improvement developing specific "lines of inquiry" for the site visit assigning team members to write different sections of the response |
| Late October-late November (unless specified otherwise) | Site visit |
| Within four weeks after the site visit | <p>Team members prepare their sections of the response and submit them to the Team Leader who compiles a PRC Report Response draft</p> <p>Team members conference call with the purpose of discussing the draft and editing the document to a final draft agreed upon by all team members</p> |
| Within six weeks after the site visit | Team Leader submits the team response to the Dean and the Department Chair |
| Spring semester (unless specified otherwise) | The Provost, Dean, and program review team meet with the Department under review |

[1] Large files such as faculty CVs and samples of student work should be available electronically and/or during the site visit, but will not be mailed to External Reviewers.