

Program Review Report Evaluation Timeline

Date/Timeline	Activities
September 20	Six-year report submission date
September 30	Final day of the report distribution to all team members
Within four weeks after the six-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 six-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-early November (unless specified otherwise)	Site visit
Within 7 days after site visit	External Reviewer completes and submits two electronic copies of the External Reviewer Summary Sheet - one to the team leader and one to the Dean
Within four weeks after the site visit	Each member prepares their sections of the response or the External Reviewer submits his/her written report and the Team Leader compiles a PRC Report Response draft 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
Within six weeks after the site visit	Team Leader submits the team response to the Dean and the Department Chair
January-February	The Provost, Dean, and Team Leader 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.