

Program Review Report Evaluation Timeline

Date/Timeline	Activities
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
January-February (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.