

Fall 2019 Timeline for Administrative Program Review Self-Study

Sep 5	Orientation at beginning of semester for annual review groups
Sep 6 - Nov 1	All members of the department (FT-PT) contribute to the self-study (8 wks)
Nov 1	DEADLINE to submit results to immediate supervisor for review
Nov 4 - 8	Supervisor reviews results (1 wk)
Nov 8	DEADLINE for supervisor to recommend modifications (if necessary)
Nov 11 - Nov 22	Department makes recommended modifications (2 wks - if necessary)
Dec 6	DEADLINE to submit requested modifications back to Supervisor (if necessary)
Dec 13	DEADLINE for final report to be submitted to Institutional Effectiveness Office DROPBOX for Peer Review Committee

Spring 2020 Timeline for Peer Review

Jan 27 - Mar 13	Peer Review Committees evaluate self-studies and prepare written reports (7 wks)
Mar 23 - Apr 3	Peer Review Committees meet with departments to report results (2 wks)

Follow-up Reporting

Action Plan Five-Year Follow-up Reports

A follow-up report listing progress on all items on the Program Review Action Plan must be submitted to the supervisor and the Office of Institutional Effectiveness *by May 1st of each subsequent year until all items are completed*. A final report will be submitted in the subsequent Five-Year Program Review.

Follow-up Reports when 'Recommendations' have been given

If '*recommendations*' for improvement are given, the department must develop an improvement plan which includes a specific timeline for implementation. *The improvement plan must be submitted to the Office of Institutional Effectiveness within three weeks of the Peer Review Committee meeting. A follow-up progress report must be submitted by May 1st of each subsequent year (in addition to the Action Plan follow-up report) until all items are completed.*