

### **Fall 2019 Timeline for Instructional 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)
<b>Nov 1</b>	<b>DEADLINE to submit results to immediate supervisor for review</b>
Nov 4 - 8	Supervisor reviews results (1 wk)
<b>Nov 8</b>	<b>DEADLINE for supervisor to recommend modifications (if necessary)</b>
Nov 11 - Nov 22	Department makes recommended modifications (2 wks - if necessary)
<b>Dec 6</b>	<b>DEADLINE to submit requested modifications back to Supervisor (if necessary)</b>
<b>Dec 13</b>	<b>DEADLINE for final report to be submitted to Institutional Effectiveness Office DROPBOX for Peer Review Committee</b>

### **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)
Apr 6 - 24	If recommendations for improvement are made, the department will develop an improvement plan which includes a specific timeline for implementation and reporting results. (Once the entire review process is complete, it becomes the responsibility of the supervisor one step above the department to monitor progress on the improvement plan) (3 wks)

### **Follow-up Reporting**

#### **Peer Reviews Resulting in “Recommendations”**

Follow-up report describing action(s) taken to correct recommendations is due to the Office of Institutional Effectiveness *by the last day of the following spring semester*

#### **Action Plan Five-Year Follow-up**

Follow-up report listing progress on all items on the prior Program Review Five-Year Action Plan must be submitted to the Office of Institutional Effectiveness *by the last day of the following spring semester* as well as an updated report included in the subsequent Five-Year Program Review