###### Timeline for Program Review Self-Study Beginning in the SPRING Semester

**November-December**

* Associate Provost and/or OIE notifies Department Chairs, Deans, and appropriate Associate Deans that review of the program is upcoming and provides links to items on the OIE website.
* OIE notifies UA Libraries, OIRA, and Graduate School of upcoming program reviews and requests data from OIRA.
* Associate Provost conducts orientation with Deans, Associate Deans, Department Chairs and representatives from OIE and Graduate School (if applicable).

**January**

* If requested by the department chair, OIE meets with Department faculty to discuss greater details of the self-study.
* OIE provides training to Departments on template in Planning & Self Study.
* OIE provides training to the Academic Program Review Council (APRC), as needed for new members.
* Department Chair/OIE notifies OIRA if additional data and/or additional data collection (e.g. surveys) will be needed beyond that provided in the tables.
* OIE uploads OIRA data and program assessment reports into Planning & Self Study (P&SS).
* Department begins organizing for self-study.

**February-March**

* Associate Provost assigns members of the Council to Academic Program Review Team (APRT) and identifies team leaders.

**April - June**

* Department completes draft of self-study by June 30.
* OIE distributes files in a Box folder of completed self-study draft to associate college deans, Dean, Dean of Graduate School (if applicable), and Associate Provost, and OIE.

**July-August**

* OIE provides Box folder of self-study to APRT (and external reviewer, if applicable).

**September-October**

* During a period of one to two days, APRT conducts interviews with the department faculty, staff, and students, and meets to discuss recommendations based on self-study review and interviews. (Note: If an external reviewer is involved, the external reviewer will join APRT on site for the interviews and team meetings. APRT and the external reviewer will issue one report.)

**November-December**

* No later than November 15, APRT presents its report to the Council and the Associate Provost. The final report includes both commendations and recommendations. OIE will provide a template for the final report.
* The Associate Provost shares APRT’s report with the Dean, Department Chair, and faculty for a check of errors in fact.
* The Department Chair submits any corrections of errors in fact to the Associate Provost within five (5) business days of receipt.
* If errors are relevant to recommendations, the Associate Provost returns corrected report to the Council, who has the option to amend the final report.
* The final report from the Council must be completed and submitted to the Associate Provost and Department Chair by November 30.
* Using the final report, the Department drafts a strategic action plan. OIE will provide a template for the strategic action plan.
* The Department Chair reviews the strategic action plan draft with the Dean and discusses resources and timelines for achieving actionable goals.
* The Department Chair revises strategic action plan as necessary and presents to faculty for approval.
* The Department Chair submits the faculty-approved strategic action plan to the Associate Provost.
* The Associate Provost distributes the final report and the strategic action plan to the Provost, Graduate Dean, and OIE Director.
* The Associate Provost schedules a final meeting with the Provost before February 28.
* The Department Chair and Dean present the strategic action plan to the Provost with the Associate Provost(s), Graduate Dean, OIE Director, and others attending. OIE will provide a PowerPoint template for the final meeting with the Provost.
* The OIE Director and Graduate Dean (if applicable) comment on process, report, and/or strategic action plan.
* The Provost comments on the strategic action plan in terms of feasibility as well as its alignment with institutional priorities.