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

**November-December**

* OAA notifies Department Chairs, Deans, and appropriate Associate Deans that review of the program is upcoming and provides links to items on the OIE website.
* OAA notifies UA Libraries, OIRA, and Graduate School of upcoming program reviews and requests data from OIRA.
* Senior Associate Provost assigns members of the Council to Academic Program Review Team (APRT) and identifies team leaders.
* Department Chair/Dean/Associate Dean work with Senior Associate Provost to select an external reviewer by **February 28**.
* OAA conducts orientation with Deans, Associate Deans, Department Chairs and representatives from OIE and Graduate School (if applicable).

**January-April**

* If requested by the department chair, OAA meets with Department faculty to discuss greater details of the self-study or assistance with using Planning & Self Study.
* Department Chair/OAA notifies OIRA if additional data and/or additional data collection (e.g. surveys) will be needed beyond that provided in the tables. OIRA provides data for program review.
* OAA uploads program assessment reports into Planning & Self Study (P&SS).
* Department begins organizing for self-study and completes a draft of the self-study.

**May-August**

* A final draft of the self-study is due no later than **June 30**.
* OAA 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. The department chair should also share files with faculty.
* OAA provides Box folder of self-study to APRT and external reviewer.

**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.)
* The department makes arrangements for the APRT and the external reviewer including a work room, refreshments during breaks, travel arrangements for external reviewer, etc. The department works with the APRT to set up the schedule for the onsite visit.

**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. OAA will provide a template for the final report.
* OAA 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 OAA within five (5) business days of receipt.
* If errors are relevant to recommendations, OAA 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 OAA and Department Chair by **November 30**.
* *Using the final report, the Department (chair, faculty and staff) drafts a strategic action plan. OAA 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 OAA.
* OAA distributes the final report and the strategic action plan to the Provost, Graduate Dean, and OIE Director.
* OAA 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. OAA will provide a PowerPoint template for the final meeting with the Provost.
* The Provost, as well as others in attendance, at the final meeting comment on the strategic action plan in terms of feasibility as well as its alignment with institutional priorities.