# Program Review: Approximate Timeline

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<td><strong>April/May</strong></td>
<td>• The Provost’s Office will notify program/department/Dean of their upcoming Program Review for the following academic year.</td>
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<td><strong>August</strong></td>
<td>• Programs undertaking a review in the coming academic year are encouraged to participate in an introductory workshop offered by the Provost’s Office and OIRA to better understand the process.</td>
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| **September** | • The Provost’s Office will remind program/Dean of their review.  
  • OIRA distributes the data necessary for the Self Study, including but not limited to degree and credit production trends, course sections and enrollments, retention and graduation rates, SAT/GRE scores and GPA of entering students.  
  • Unit should begin assembling a list of 5 potential external reviewers for the Dean, with a rationale for each. |
| **November**  | • Program completes its Self Study and submits it to the Dean for an initial review.  
  • The Dean will select 2 external reviewers, in consultation with the unit chair.  
  • Scheduling and planning begins for the External Review visit in the spring. |
| **December**  | • After being reviewed by the Dean, the Self Study is considered complete and is provided to the external reviewers. |
| **January - March** | • Program provides any further materials requested by the external reviewers in advance of their visit.  
  • Site visit occurs.  
  • The external review team’s report should be sent to the unit chair in a timely manner, honoring the deadline set by the program.  
  • After the chair has reviewed their report for accuracy, the review team submits their report to the Dean. |
| February - March | • The unit has 30 days to submit their response to the external review report to the Dean. |
| April | • The Dean writes and submits an evaluative report of the unit (alongside the Self Study, external review, and unit response) to the Provost. |
| April - May | • The Provost writes their own brief summary of the review for the President’s approval.  
• The entire Program Review packet is transmitted to the University of Maine System office. |

**Some reminders:**

• NECHE standards and UMS policies both require a full program review **every 5 to 7 years**

• The Program Review process can and should be **completed within one academic year**

• This resource is intended to provide a brief overview of the expected timeline; when preparing to begin a program review, units should refer to the [Program Review Criteria](#) located on the Provost’s webpage