THE UNIVERSITY OF MAINE

Program Review: Approximate Timeline

1) Self Study → 2) External Review → 3) Unit Response to External Review → 4) Dean's Evaluative Report → 5) Institutional Report of the Review

April/May	• The Provost's Office will notify program/department/Dean of their upcoming Program Review for the following academic year.
August	• 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.
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