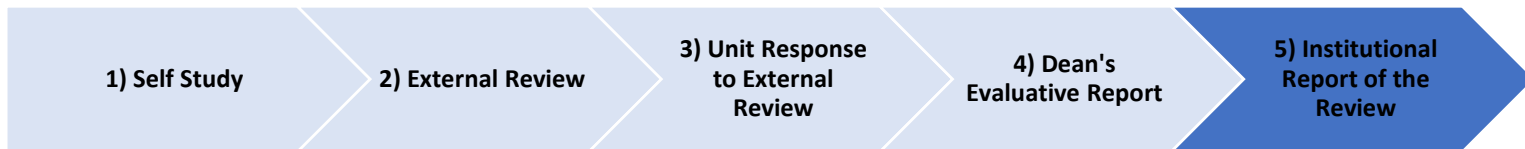




## Program Review: Approximate Timeline



<b>April/May</b>	<ul style="list-style-type: none"> <li>The Provost's Office will notify program/department/Dean of their upcoming Program Review for the following academic year.</li> </ul>
<b>August</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>The Provost's Office will remind program/Dean of their review.</li> <li>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.</li> <li>Unit should begin assembling a list of 5 potential external reviewers for the Dean, with a rationale for each.</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>Program completes its Self Study and submits it to the Dean for an initial review.</li> <li>The Dean will select 2 external reviewers, in consultation with the unit chair.</li> <li>Scheduling and planning begins for the External Review visit in the spring.</li> </ul>
<b>December</b>	<ul style="list-style-type: none"> <li>After being reviewed by the Dean, the Self Study is considered complete and is provided to the external reviewers.</li> </ul>
<b>January - March</b>	<ul style="list-style-type: none"> <li>Program provides any further materials requested by the external reviewers in advance of their visit.</li> <li>Site visit occurs.</li> <li>The external review team's report should be sent to the unit chair in a timely manner, honoring the deadline set by the program.</li> <li>After the chair has reviewed their report for accuracy, the review team submits their report to the Dean.</li> </ul>

<b>February - March</b>	<ul style="list-style-type: none"><li>• The unit has 30 days to submit their response to the external review report to the Dean.</li></ul>
<b>April</b>	<ul style="list-style-type: none"><li>• The Dean writes and submits an evaluative report of the unit (alongside the Self Study, external review, and unit response) to the Provost.</li></ul>
<b>April - May</b>	<ul style="list-style-type: none"><li>• The Provost writes their own brief summary of the review for the President's approval.</li><li>• The entire Program Review packet is transmitted to the University of Maine System office.</li></ul>

*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