



1	The Program Review process begins with the unit's Self Study , which should take one semester (typically the fall term) but not more than a year. It is the unit's responsibility to assemble comprehensive program information, data trends with the assistance of OIRA, a five year full roster of faculty and staff, surveys of current students and alumni, as well as overarching summary and detailed analysis.
2	Once the Self Study has been completed it is submitted by the program's chair to the Dean of the college who will review it for adequacy. The chair also submits a list of five possible external reviewers (faculty from peer or aspirant institutions) to the Dean. From this list the Dean will select two external reviewers, who should be invited before the Self Study is completed. Once it is ready, the reviewers are sent a copy of the Self Study and the External Review visit is scheduled. While on campus, the reviewers should tour the unit's facilities, meet with faculty, students, the Dean, and have a joint meeting with senior administrators. The external reviewers submit a draft report to the unit chair to review for accuracy then the review is submitted to the Dean.
3	The unit has 30 days to assemble a Unit Response to the Review .
4	This is followed by the Dean's Evaluative Report , which accompanies the self-study, external review, and unit response.
5	Once they have received the full review package from the Dean, the Provost authors a brief summary of the review that is viewed as the Institutional Report of the Review and all materials are submitted to the President for approval. From there, the review summary is submitted to the UMS level.

- 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; when preparing to begin a program review, **units must refer to the [Program Review Criteria](#)** located on the Provost's webpage