

# COLS Program Review Process for Departments/Programs

## Time Frame for Department/Program:

Summer prior to program review year	Begin collection of data for self-study from OIR
By September	Identify two potential external consultants
By mid-November (before Thanksgiving)	Submit draft of self-study to Dean's office
By mid-January	COLS sends self-study to consultant
By February	Consultant visit to campus
By early March	Consultant report to Dean/Department
By early April	Dept response to external report to Prog Rev Cmt
By mid-April	Program Review Committee meeting

## Entire Program Review Process

### May/June

- Associate Dean schedules meeting with departments due for review

### Summer

- Department receives data for self-study from Office of Institutional Research

### September

- Department identifies two individuals it feels would be effective reviewers and informally contacts them to determine their interest and availability
- Department submits a short memo to the Dean describing why it recommends each person along with curriculum vitae for each
- Dean/Associate Deans make final decision on consultant and notifies Chair
- Department confirms with external consultant
- Dean's office sends formal invitation to consultant (see sample)
- Department contacts Dean's Assistant (Jane x1210) to schedule entrance (1 hr AM of first day, with Dean and Associate Dean) and exit meeting (1/2 hr PM of second day, with Dean and Associate Dean).
- Department helps arrange travel plans and itinerary for February (see handouts)

### Mid-November (before Thanksgiving)

- Department completes self-study and submit draft (1 copy in a 3-ring-binder) to Dean's office
- Dean's office reviews self-study
- Once finalized, Dean's office requests 4 complete copies in 3-ring-binders from Department

### Mid-January

- Dean's office sends self-study binder and other University materials to consultant

## February

- Consultant visits campus

## Early March

- Consultant completes report within 2-3 weeks of visit and **sends to Dean via email.**
- Dean sends copy of report to department and files copies in binders
- Dean's office sends thank you to consultant and processes honorarium

## Early April

- Department prepares response to consultant's report and sends **3** copies of response to Dean's office. *Include a signed routing sheet with each copy* (<S:\College of Letters and Science\All Employees\ProgramReviewRoutingSht.doc>)
- Dean/Associate Dean reviews response and files copies in binders

## Mid-April

- Program Review Committee reviews binder (including self study, consultant review, and department response to review) and drafts statement
  - Dean reviews Committee statement
  - Upon approval, Chair of Program Review Committee signs routing sheet
  - Dean's office sends Program Review Statement to Department (with memo from Dean) and files copy in all binders
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## May

- Dean reviews binder and writes Executive Summary, signs and dates routing sheet, sends memo and Executive Summary to Chair of Department
- Dean sends memo, Program Review Statement, and Executive Summary to Provost/VC, Chancellor, and Chair of Program Review Committee
- Copies of Executive Summary put in all binders
- 2 binders are sent to Provost Office; 3<sup>rd</sup> is retained in Dean's office

## June

- Provost returns 1 binder to Dean's office for distribution back to Department and retains the other copy

## After June

- Academic Policies Committee reviews program assessment and recommendations of previous levels and makes own recommendations with copies to the college dean, college committee, and department chair
- Faculty Senate reviews program assessment and recommendations for information
- Provost and Vice Chancellor reviews all materials, recommendations, etc., and makes recommendations to the department with copies to the dean, college committee, APC, and Graduate Council (if graduate program).
- Provost and Vice Chancellor prepares summary report for System Administration