

Department: _____ Site Visit Date: _____

TIMELINE FOR EXTERNAL PROGRAM REVIEW

ACTION	PROPOSED COMPLETION DATE	ACTUAL COMPLETION DATE
Review Team, Document, and Site Visit activities may occur concurrently.		

REVIEW TEAM

Select review committee		
Submit reviewer nominations to Dean or Vice President for approval, and to Provost or Provost’s Designee for review		
Contact reviewers		

DOCUMENTS

Collect data		
Prepare self-study		
Submit self-study to Dean or Vice President and EPRC reviewer for review		
Submit copy of self-study and the self-study checklist to Provost and the External Program Review Committee (EPRC)		
Submit self-study to review team at least 30 days prior to site visit		
Submit copy of self-study to faculty, staff, the External Program Review Committee and others who will be involved in the site visit		
Discuss evaluators' report with Dean or Vice President within 30 days of receipt; distribute copy to Provost and to EPRC		
Complete EPR template within 3 weeks of discussion with Dean or Vice president		
Submit follow-up activities by completing EPR template at the end of each year		

SITE VISIT

Schedule site visit		
Make hotel and travel reservations		
Develop itinerary for site visit		
Schedule exit interview with the Dean or Vice President and Provost		
Schedule follow-up review with Dean and Provost to discuss preliminary comments and action plan		