Program Review Process
Refer to the *Program Review Guide* for details.

**Step 1**
- Assessment Committee Chair reminds programs of reviews for following year.
- The Associate Provost for Assessment and Accreditation (Debra Ballard) is available for consultation for upcoming reviews.
- Provost's Office places funds into departmental budget.

**Step 2**
- Programs propose 3-6 external reviewers (see criteria: Selection of External Reviewers document) and submit list to the Provost the previous year to the review.
- Provost constitutes external review team. When appropriate, programs are paired and have one reviewer in common.

**Step 3**
- The program creates a Program Review ePortfolio using template for compiling self-study evidence.
- Registration/Institutional Research Office provides programs with relevant available data for the self-study.

**Step 4**
- Programs complete the Self-Study Report at least 45 days prior to external reviewers' visit and submit to Provost.

**Step 5**
- Provost / Assessment Committee Chair reviews Self-Study Report for completeness, asks programs to revise when appropriate, and submits report and links to external review team at least 30 days prior to visit.
- Review team is given access to the Program Review ePortfolio by Library.

**Step 6**
- Review team conducts 1-day visit (plus dinner the previous evening) and submits draft External Review Report to the Provost within 30 days of the visit.
- Review team may be asked to revise based on feedback from the program re: errors of fact/misperception.

**Step 7**
- In response to the final External Review Report, the program produces a response and action plan 45 days after external review report is received and submits to the Provost.
- The program presents its responses and action plan to the Assessment Committee.
- The Assessment Committee annually tracks progress on all action plans and archives Program Reviews for accreditation.

The Provost/Accreditation Liaison Officer uses Program Review and Annual Assessment portfolios for accreditation reports.

*Revised August 2015*