Academic Program Review Process   (draft 6-13-11)

Year & Month	Office of Provost	Dean	Dept.	Reviewer	EPC
Year Zero	Academic Affairs uses fairly transparent criteria (e.g., majors showing steady decline over a period of years, loss of market demand for graduates) to establish a list of when each dept. with its programs will be scheduled for review in succeeding year (3-4 per year).				
First Year: Early August	Each year (and as prioritized by demonstrable needs/problems/ opportunities) the Provost alerts DHs, EPC, and Institutional Research (IR) which suite of depts should begin the self-study process.				
First Year: Late August	IR prepares enrollment and student performance data tables required in the self-study. Data is sent to depts for interpretative narrative.	The Dean, dept., and APR coordinator meet to discuss the nature of the self study and any significant issues that must be addressed.			
First Year: Early September			DHs/depts begin gathering additional data for self-study tables. Needs to obtain additional data are identified and resources become available for doing so.		
First Year: September - October			Depts draft a self study that contains dept.-wide information and specific to each of their majors.		
First Year: November			A preliminary self-study is sent to EPC for review and commentary (i.e., what's missing) that the depts subsequently address in a timely fashion.		EPC – Initiates Review

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First Year: January					EPC – Response to Preliminary Self Study sent to Dept.
		Dept. revises self-study as needed.	Dean, APR coordinator and Dept. agree on final draft self-study.		
First Year: February		Dean, APR and Dept. agree on external reviewer(s). (Depts are provided resources to bring in multiple external reviewers as warranted mix of majors.)			
First Year: March-April				External reviewers examine the modified self-study, visit campus, have an exit interview with the ARP coordinator, and send a written evaluation to the EPC, dept., and Provost.	
First Year: May			Depts draft an addendum to the self-study that comments upon the external review. A completed self-study, external review evaluation and the addendum are submitted to EPC.		
Second Year: September					EPC drafts a formal set of recommendations to send to the DHs and the Provost.
Second Year: October	Provost outlines major concerns and issues for the dept.				
Second Year: October			Dean, APR and Dept. develops and send to the Provost a plan to implement recommendations and achieve goals.		
Second Year: November	Provost formally signs-off on the plan.				
Fourth Year: December			Dept. provides an update to Provost & EPC		