

Appendix E: Checklist and Steps in Program Review Process

Step 1: Identification of Programs/Units	Date/Timeline
Academic Affairs develops and reviews schedule for program review with Deans.	Yearly
Units to be reviewed during upcoming academic year are notified by their Dean.	Spring Semester preceding review year
Step 2: Selection of Consultants	
Department/Unit identifies/recommends potential reviewers for level of review selected and forwards names and credentials to Dean(s).	Spring Semester preceding review year
Dean selects reviewers.	
Dean notifies departments of selection.	
Department chair contacts reviewers about availability and provides information to Dean.	By September 30 in year of review
Step 3: Self Study	
Department begins self-study.	Spring Semester preceding review year
Department completes self-study.	By December 15 in year of review
Department forwards copy of self-study Dean(s).	At least 7 weeks prior to the site visit
Following review, Dean(s) may return document to department for additional information.	6 weeks prior to the site visit
After receiving approval from Dean, department sends self-study to Printing Services.	
Department sends two copies of final self-study to the Dean and one to the Graduate Dean, if applicable. Department sends copies of self-study and supplementary materials to reviewers. NOTE: printing costs are to be paid by the Department.	
Step 4: Preparation for Consultants' Visit (Fall of Review Year)	
Department schedules a 2-3-day site visit for Spring semester after consideration of Dean's availability.	Fall Semester
Team leader of review team is identified.	Fall Semester
Department Chair confirms site visit dates/times with Dean's Office.	
Department obtains consultants' home address and social security number and processes contracts for reviewers.	Fall Semester
Department assists reviewers with travel arrangements, hotel reservations.	
Department sends tentative schedule for reviewers to Dean(s).	
Dean reviews schedule, reports any needed changes to department.	
Department develops finalized schedule for site visit and distributes to Dean(s) and all members of the department.	At least 2 weeks before site visit
Department secures meeting rooms, makes arrangements including beverages and meals during the site visit. NOTE: meals for department members must be paid by the department.	
Department prepares documents and exhibits needed for site visit.	
Step 5: Site Visit	
Department/unit hosts reception for team, if desired.	
Review team follows developed schedules.	

Department secures information/signatures for payment during meeting with consultants.	During site visit
Step 6: Consultants' Report and Follow-up	
Review team prepares written report and sends to Dean.	Within a month of visit to SCSU
Consultants' report received by Dean and sent to Department.	
Department develops written response to report and recommendations and sends to Dean.	Within 3 weeks of receiving report (7 weeks after the site visit)
Dean(s) schedules meeting with department to discuss response to the report and proposed recommendations.	Two weeks following department response (9 weeks after the site visit)
Following meeting, Dean(s) sends written response to department. Response includes approval of recommendations to be implemented.	Three weeks following meeting (12 weeks after the site visit)
Step 7: Information to Academic Affairs	
Department sends to Academic Affairs via Dean's Office, copies of the self-study, consultants' report, Department and Dean's response.	By September 1 (year following review)