

## ACADEMIC PROGRAM REVIEW PROCESS

### Program Review Timeline

#### Academic Year 1

- August Programs notified one year in advance of Self-Study due date.
- September Programs appoint committee and Chair to carry out Self-Study. Programs notify UPRC of Chair and committee members. If necessary, the chair initiates a meeting with Associate Vice President for Academic Affairs (AVPAA) to review policies and procedures.<sup>1</sup>
- October Chair and committee members attend UPRC workshop.
- February Chair checks in with UPRC Chair apprising of progress toward completion of the Self-Study and Program Plan.

#### Academic Year 2

- September 15 Program Committee sends completed Self-Study and Program Plan electronically to UPRC Chair and delivers two hard copies (including all appendices), double-sided and spiral bound, to the Office of Academic Programs. Committee Chair and Dean recommend to AVPAA two to three external reviewers at the time of submission.
- October 1 The Office of Academic Programs, in consultation with the Provost and Vice President for Academic Affairs (the Provost and VPAA), Dean, and Program, sets a time for the campus visit and exit interview. The program coordinates a schedule that includes meeting with the Dean, faculty, students, and all other interested parties.
- October/  
November External reviewer (if program is not externally accredited) conducts an on-site visit to examine program and assess the Self-Study and Program Plan. The visit culminates with an exit interview with the Program Director/ Department Chair, faculty, School Dean, Chair of the UPRC, the AVPAA, and the Provost and VPAA.
- December Dean provides written comments and recommendations.
- February/  
March UPRC submits a report to Program Director/Department Chair, with a copy to Dean, Provost and VPAA, and Chair of the Academic Senate.
- April The Provost and VPAA (or designee), in consultation with the Dean and Program faculty, develops a draft MOUAP. The finalized MOUAP is signed by the Program

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<sup>1</sup> For accredited programs, programs without a designated faculty, and programs with undergraduate and graduate degrees, please consult AVPAA about program review policies and procedures.

Director/Department Chair, Dean, and Provost and VPAA, and then forwarded to the UPRC and AVPAA.

May

UPRC submits an annual report to the Chair of the Academic Senate, which includes all program reviews from that academic year, and a summary of this report is given to the Academic Affairs Committee.