



## SSU Program Review Timeline

### Spring prior to Self-Study year

- Program attends workshop
- Program assigns primary author and works with dean regarding workload and compensation

### Year One

- **Drafting the Self-Study (Fall)**
  - Program receives data
  - Faculty begin drafting self-study using approved guide, aiming to finish in early spring (around February 1)
- **External Review (Spring)**
  - Program submits list of potential reviewers to dean and notifies Academic Programs once reviewer is selected
  - Program provides self-study to external reviewer and Academic Programs
  - Program coordinates with Academic Programs on external reviewer's visit
  - External reviewer visits and provides report within four weeks of visit
  - Payment of external reviewer is handled by Academic Programs
- **School and Campus Governance Review may begin (Spring)**
  - Programs may begin the school and campus governance review process (see below) as soon as the external report is received.

### Year Two

- **School and Campus Governance Review (Fall)**
  - Program submits self-study and external review report, along with any program responses, to school curriculum committee and dean for review at beginning of fall
  - If graduate level, program submits self-study, external review report, school curriculum committee and dean reports, and any program responses to Graduate Studies Subcommittee for review
- **University Program Review Subcommittee (UPRS) (Fall/Spring)**
  - Program schedules visit and provides all materials to UPRS
  - UPRS reviews materials, meets with faculty, and prepares draft findings and recommendations (FAR) Report
  - Program responds to FAR
  - UPRS reviews response, prepares and distributes final version of FAR to APARC and Academic Programs
- **Memorandum of Understanding (Spring/Summer)**
  - Provost, dean and program/department chair meet to discuss outcomes and action steps
  - Academic Programs drafts MOU and gets all signatures before distributing copies electronically