PROGRAM REVIEW CALENDAR

Preparation for Program Review

**April.** Department is notified that it will be undergoing program review. Department Chair and two other members attend an orientation seminar to learn about the program review process. This seminar is offered by the Provost’s Office in collaboration with the Office of Institutional Research and Assessment (IR&A). College Assessment Coordinators and Associate Deans are also encouraged to attend.

**May.** Department reviews its mission statement, student learning outcomes, and assessment plan and revises them, if necessary. Department submits its mission statement and student learning outcomes to the Dean, along with a brief description of how it will conduct the self-study. The Office of Institutional Research and Assessment provides the Department with statistical information on its programs and department.

Program Review Cycle

**Year 1**

**September-January.** Department prepares its self-study document according to the WPU Program Review Guidelines and Outline (pp. 11-21), and submits it, along with the names of three to five possible external reviewers, to the College Dean by February 1 (see guidelines and nomination form for external consultants on pages 37-39).

**February-March.** Dean reviews the Self-Study document for completeness and, if necessary, returns it to the Department for revision. The final self-study document is submitted to the Dean by April 1. During this time period, the Dean, in consultation with the Provost, selects an external reviewer or reviewers, and the Department updates and prepares the following documents that will be sent to the External Reviewer(s), along with the Self-Study:

- Updated faculty vitae
- Up-to-date course outlines
- Updated Department Assessment Plan, including assessment instruments.
- Relevant catalogs
- Fact Book

**May.** The date for the campus visit by External Reviewer(s) is established. Ideally this visit will take place in late September or early October of Year Two of the Review Process.

**Summer.** Travel arrangements are made for the Reviewer, and the Dean’s Office mails the self-study, accompanying documents, and review guidelines to Reviewer(s).
Year 2

**September-November.** Final arrangements are made for the campus visit by the External Reviewer(s). Dean and Department collaborate on setting up schedule of campus visit. Typically the visit involves meetings with the following: Department Executive Committee, full-time faculty, untenured faculty, adjuncts, other staff, undergraduate students, graduate students (if appropriate), alumni, Dean, Associate Provost. Some departments may also find it helpful to involve the Library staff in the visit.

The campus visit by External Reviewer(s) is completed by October 15.

The external review report is mailed to the Dean no later than November 15. The Dean immediately distributes the report to the Department where it is distributed to all full-time faculty.

**November-January**

Department drafts a written response to the external review report, correcting factual errors or misperceptions, if any, and proposing future directions for the Department, resource needs and a possible time line for implementation. Department Executive Committee meets with the Dean to discuss the draft response and proposal.

Department incorporates suggestions from the Dean, as appropriate, and develops a final response and proposal. This document is sent to the Dean and Provost by January 31.

**February**

A meeting is held with the Department Executive Committee, the Dean and Provost to discuss the Department’s Proposal and reach general agreement about future directions of the Department.

**March-April**

Based on what was learned in the Self-Study and from the External Reviewer, as well as the results of the meeting with the Provost and Dean, the Department prepares a five-year plan that details the future direction of the department, and the activities and time lines to achieve the desired goals. This plan is submitted to the Dean and Provost by April 15.

**April-May**

The Dean and Provost provide feedback on the Plan. If necessary, the Plan is modified and a final plan put in place by commencement. A memorandum of understanding between the Department, Dean and Provost indicates mutual agreement to the Plan.

Year 3

Department begins implementing its Five-Year Plan (year one), and reports on progress in implementing it in Department’s year-end report.
Year 4

Department continues implementing its Five-Year Plan (year two) and reports on progress in its year-end report.

Year 5

Department continues implementing its Five-Year Plan (year three). During the spring semester, members of the Department collaboratively review the Plan, taking into consideration the progress made, as well as changes that have occurred in the Department, University, discipline, external environment, etc. that affect the original plan. The original plan is fine-tuned, if necessary, and submitted to the Dean and Provost for review, comment and approval. A report on progress in implementing the original plan and a copy of the revised plan is included in the Department’s year-end report.

Year 6

Department continues implementing its Five-Year Plan (year four), including any revisions made at the end of the previous year, and reports on progress in implementing its revised plan. In March or April of Year 6, three members of the Department attend a Program Review orientation seminar sponsored by the Provost’s Office and IR&A.

Year 7

Department continues implementing its Five-Year Plan (year five) and reports on progress in its Annual Report.

The second round of program reviews begins in September, repeating the activities described in Years 1 and 2, above.