Master Schedule of Program Review
(rev. 9-2024)

Action(s)	Approximate Date(s)	Executor(s)
Preliminary planning meeting	Early Fall	Associate Provost
x Establish a review date x Submit a rank-ordered list of prospective reviewers (see ^ Œ] š Œ] (} Œ ^ o Z À] À Œ • _ •	Early Fall (September 10, 2024 - October 31, 2024) Dates of on-site/virtual visit: mid-February t early April	Department to Dean to Associate Provost
Approve rank-ordered list of prospective reviewers	Fall	Associate Provost and Dean of Graduate Studies
Final institutional approvals of reviewers	Fall (November 29, 2024)	Provost
Invite selected reviewer	Fall	Dean
Prepare/send/receive contracts	Fall	Dean & College staff
Communicate with the external reviewer to acknowledge receipt of the signed contract, inform them of the on-site visit dates, and let them know that additional documents will follow.	Fall (December 6, 2024)	Dean
Submit self-study for review	Fall (December 2, 2024, and forward; allowing at least 1-2 weeks for reviews)	Departments to Deans to Associate Provost, Dean of Graduate Studies, and Vice President for Research (for graduate program only)

Send self-study report and related information to the reviewer and copy to Associate Provost

Early Spring
(At least 30 days 1h624 Tı

    x Information for Program Reviewers

    x THEC Instruction for External Reviewer(s)

    x THEC Program Review Rubric (Undergraduate Programs)

    x THEC Program Review Rubric (Graduate Programs)

    x Tentative schedule

    x Departmental information

Action(s)	Approximate Date(s)	Executor(s)
Complete schedule/arrangements of the on-site visit: x Final timeschedule x Participation (admin/faculty/students/advisory board) x Meeting spaces x Airport pickup & return x Lodgings (may consult with Patricia McKenzie) x Meals-schedule & submit ("Request for Food Purchase") x Local transportation	Early Spring	Department working with v [• K (( ] ˜ W Office