

Academic Program Planning Timeline

- Aug 15 Chair meets with vice provost for institutional effectiveness
 - Aug 15 SAIR distributes academic department profile
 - Sept 17 Chair submits to vice provost for institutional effectiveness the names and brief CVs of two or three colleagues recommended to serve as external reviewers
 - Oct 1 Vice provost for institutional effectiveness approves an external reviewer
 - Oct 15 SAIR responds to questions about data profile
- Program planning reviews are conducted within two months after all team members are selected and have agreed to serve.
- Nov 1- Jan 31 External reviewer on site
 - Feb 20 Department provides plan and executive summary to dean
 - March 20 Dean reads plan and writes comment letter
 - March 27 Dean forwards plan to the Office of Institutional Effectiveness
 - April 6 Institutional effectiveness distributes plans to deans for their review
 - May 4 Deans meet to consider plans
 - May 29 Provost reports to the department the results of the review