

GRADUATE PROGRAM REVIEW PROCESS

REVISED 2005-2006 TIMETABLE – September 20, 2005

- 1) August-September: Student Academic and Institutional Research (SAIR) compiles individual graduate program descriptive data.
- 2) By September 30: Review team leaders and team members are selected, charged, scheduled for formal orientation, and campus is informed.
- 3) Until October 15th: Department chairs and faculty review program descriptive data for errors or clarification.
- 4) Graduate Program Report Template available on the web by October 10, 2005.
- 5) Recommendations for departmental reviewers external to the University to Vice Provost Eileen Evans by September 30, 2005. (Departments with graduate programs and which have not undergone the academic program planning review process are invited to provide no fewer than two or three names with a brief CV for selection of one reviewer. The provost's office will support one reviewer's \$500 stipend, travel, lodging, and meals for up to two campus visits only during fall semester of 2005.)
- 6) During October and through November 2005: graduate program review reports are completed/reviewed by departmental faculty and chair.
- 7) From December 2005 until January 24, 2006: Graduate program reports and recommendations provided by chairs to deans and review teams.
- 8) January 24 through February 22, 2006: Review teams meet with deans, chairs, departmental faculty for dialogue, explanation, and discussions.
- 9) By March 15: Review teams make their respective recommendations to the departments, chairs, deans, and provost simultaneously. (Team recommendations may occur earlier than this final date.)
- 10) By April 5: Programs, departments, or deans may appeal the review team's final recommendation to the Faculty Senate Executive Board, which will act as a committee of the whole in considering appeals.
- 11) By April 20: Faculty Senate Executive Board makes its recommendations on any appeals with letters to the departmental faculty, chairs, deans, review teams, and the provost.
- 12) By May 15: Provost makes final decisions, informs deans, chairs, and departments, and then recommends changes to the President and Board of Trustees for approval.

Web site for information: <http://www.wmich.edu/provost/GraduateProgramReview>

Email address for staff support and contacts: gp-review@wmich.edu