

**APPENDIX D
PROGRAM REVIEW TIMELINE AND IMPORTANT DATES**

TIMELINE	TASK	CHECKLIST/NOTE*
STEP 1: PRE-REVIEW PREPARATION		
Spring		
May to June	Departments scheduled for program review receive written notification and	<input type="checkbox"/> Notify SAIRO who will be the program review coordinator
	program review materials from SAIRO	
	Identification of program review coordinator	
	Program review orientation meeting with SAIRO	
Summer		
July to August	Identification of self-study protocol and develop departmental program review timeline	<input type="checkbox"/> Notify SAIRO which protocol is selected and provide a copy of timeline by August 31st
	Program review orientation for department staff	* SAIRO can provide assistance if needed.
	Data audit meeting with SAIRO	
	Conduct department data audit	<input type="checkbox"/> Provide SAIRO with an electronic copy of assessment inventory (Appendix I) once completed.
	Formation of self-study review panel	<input type="checkbox"/> Provide SAIRO with an electronic copy of the self-study panel roster once finalized by August 31st
	Pre-review meeting with the EMG (I)	
STEP 2: DEPARTMENT SELF-STUDY		
Fall, Winter and Spring		
September to June	Conduct department self-study and draft report	
May	Complete self-study and draft report and submit electronic copy to SAIRO for review.	*Allow 2 weeks for review <input type="checkbox"/> Provide SAIRO with an electronic copy of self-study report draft for review by May 31st
	Begin developing list of potential external reviewers	
March – Mid April	Submit list of potential external review panel members to EMG supervisor for consideration by EMG	* cc: SAIRO on this communication.

TIMELINE	TASK	CHECKLIST/NOTE*
April - May	Extend external review panel invitations & confirm panel	* Sample invitation letter available on SAIRO Program Review website <input type="checkbox"/> Provide SAIRO with an electronic copy of the final external review panel roster
	Meeting with SAIRO to discuss External Review & develop preliminary external review site visit itinerary	*Consult External Review Guide and Checklist
	Set dates for external review site visit	* Inform SAIRO of site visit dates
June	Presentation/Discussion of Self-Study Report with EMG(2)	* EMG supervisor decides when report is ready.
	Finalize self-study report Deadline for self-study: June 30th Any extension must be requested from EMG.	<input type="checkbox"/> Submit final self-study report to the Vice Chancellor of Student Affairs, the EMG member who supervises the department, and SAIRO.
	Prepare materials for external review site visit	* Consult External Review Guide and Checklist.
	Finalize site visit itinerary	
STEP 3: EXTERNAL REVIEW		
Summer/Fall		
July – October	External review site visit	
Six week from the date of visit	External review report submitted to department	<input type="checkbox"/> The department director is responsible for submitting a copy of the external review report to the Vice Chancellor of Student Affairs, the EMG member who supervises department, and SAIRO.
STEPS 4 & 5: ACTION PLAN		
Fall		
	Develop action plan	
Six months from the delivery of External Review Report	Submit action plan	<input type="checkbox"/> Submit a copy of the Action Plan to the Vice Chancellor for Student Affairs, the EMG member who supervises the department, and SAIRO.
	Present program review summary to EMG(3)	