

## Appendix IV

### Program Review Cycle

The responsibility for scheduling program reviews rests with the Provost and will typically follow this timetable as closely as possible:

Month 1: The Provost notifies the program selected for review of the timing of that review and the review process.

Month 2: A Memorandum of Understanding (MOU) is prepared.

The Provost's office provides the program with any data gathered centrally, for use in preparing the self-study

Month 3: The chair of UCAR and the Provost's designee invite a senior member of the University faculty to serve as the internal member the Review Committee. The program under review should be afforded the opportunity to comment on the internal candidates before the decision is made. Once in place, the internal Review Committee member works in consultation with the chair of UCAR and the Provost's designee to select and invite external members to serve on the Review Committee.

Month 3-12: The program under review drafts its self-study and prepares an itinerary for the site visit. If, after completing the self-study, the Dean and Head of the program under review or the Provost feel that a revision of the MOU is warranted a meeting will be scheduled to create an addendum to the MOU to address the issues raised.

Month 13: The program submits its draft self-study to the Provost's office. The internal member(s) of the Review Committee and the Chair of UCAR provide comments, and the program revises the draft, if requested.

Month 14-16: The site visit should occur sometime during this period.

The Review Committee's report should be submitted to the Provost's office within two weeks of the end of the site visit, and the program should submit a written response to that report within four weeks of its receipt. A separate response from the Dean, if desired, should also be submitted within four weeks.

Month 17: UCAR should meet to discuss the Review Committee report and the program's response as soon as practicable. Ideally, this meeting should occur within one month of receiving the report. The report should be submitted to the Provost shortly thereafter.

Month 18: The post-review meeting should occur within a month after the final report is submitted to the Provost.