

Academic Program Review Process and Responsibilities

Provost's Office Responsibilities

Academic Unit's Responsibilities

Self-Study and Site Visit Preparations	Provost's Office Responsibilities	Academic Unit's Responsibilities
Self-Study and Site Visit Preparations	<ul style="list-style-type: none"> • Host a short orientation meeting with academic unit head • Request data from OIRE • Send invitation email to prospective external review team members • Schedule external review team site visit • Prepare draft itinerary for site visit • Provide catering for site visit • Send finalized self-study, charge, itinerary to external review team 	<ul style="list-style-type: none"> • Form faculty committee to work on self-study • Draft self-study • Compile list of potential external review team members • Choose dates for site visit • Work with Provost's office to finalize visit itinerary • Organize faculty, staff, and student meetings for site visit
Site Visit	<ul style="list-style-type: none"> • Attend opening and closing session of site visit • Work with department to escort external review team around campus 	<ul style="list-style-type: none"> • Host site visit • Academic Unit Head (+1) attends closing session • Submit any expense reimbursement materials to Provost's Office
Reports and Responses	<ul style="list-style-type: none"> • Send thank you notes to external review team • Process reimbursement and honorarium paperwork (upon receipt of report) • Forward the report of the external review team to academic unit head and dean 	<ul style="list-style-type: none"> • Draft response to the external review team's report • Meet with dean and/or provost to discuss report and action items