



Academic Program Review Process and Responsibilities

Self-Study and Site Visit Preparations	
Academic Unit Responsibilities	Provost Office Responsibilities
<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 office to finalize visit itinerary • Organize faculty, staff, and student meetings for site visit 	<ul style="list-style-type: none"> • Host an 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

Site Visit	
Academic Unit Responsibilities	Provost Office Responsibilities
<ul style="list-style-type: none"> • Host site visit • Academic Unit head attends closing meeting • Submit any expense reimbursement materials to Provost office 	<ul style="list-style-type: none"> • Attend opening and closing session of site visit

Reports and Responses	
Academic Unit Responsibilities	Provost Office Responsibilities
<ul style="list-style-type: none"> • Host site visit • Academic Unit head attends closing meeting • Submit any expense reimbursement materials to Provost office 	<ul style="list-style-type: none"> • Attend opening and closing session of site visit