**Timeline of Events**

Department/Program:

Academic Year: Director:

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|  | **Month/Year** | **Estimated Completion Time** | **Activity (abbreviated)** |
| Internal Review | Start: End:  | 1-3 monthsAlternative:  | Identify individuals involved in the internal program review; Select external team members; VC approves teams |
| Start: End:  | 2 monthsAlternative:  | Internal review team compiles and organizes all documents related to self-study using an online file storage service (i.e. Box, Google Drive, or Dropbox); department completes self-study and shares accordingly  |
| External Review | Start:End: | 5-6 weeksAlternative:  | Director meets with external review team and reviews self-study. External review team conducts a thorough evaluation of program and/or department  |
| Start:End: | 1 monthAlternative:  | External review team summarizes the review team visit and program recommendations in a report and shares accordingly |
| Self-StudySummary Report RepoSummary | Start:End:  | <1 monthAlternative:  | Based on internal and external review, director completes a self-study executive summary including an action plan and shares accordingly |
| Action PlanFollow-up | Start: End:  | Part of annual reportAlternative:  | Director completes a *Status report,* based on approved schedule, following the self-study to document progress toward recommendations and shares accordingly |
| Notes: |

Director Date

Vice/Associate Vice Chancellor for Student Affairs Date