**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 months  Alternative: | Identify individuals involved in the internal program review; Select external team members; VC approves teams |
| Start:  End: | 2 months  Alternative: | 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 weeks  Alternative: | 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 month  Alternative: | External review team summarizes the review team visit and program recommendations in a report and shares accordingly |
| Self-Study  Summary  Report RepoSummary | Start:  End: | <1 month  Alternative: | Based on internal and external review, director completes a self-study executive summary including an action plan and shares accordingly |
| Action Plan  Follow-up | Start:  End: | Part of annual report  Alternative: | 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