Program Review Checklist, Fall Starts

Done?	Item	Task	Due Date	Responsible Party SVPAA = Senior Vice Provost for Academic Affairs Office
☐	**Begin Process**	Notify dean and chair by email that program review will take place during the next two semesters.	**August**	SVPAA
☐	**Self-study Template**	Customized template of the self-study (in MS Word format) will be sent to Chair electronically.	**September**	SVPAA
☐	**Faculty Survey**	Chair will provide names and email addresses of faculty (ladder-rank faculty, faculty-in-residence, lecturers, and part time instructors) to SVPAA.	**September**	Chair
☐	**Student Survey**	Chair will provide criteria to identify the student population that will be surveyed to SVPAA.	**September**	Chair
☐	**Surveys Sent**	Surveys sent to faculty and students (surveys will remain open for 30 calendar days). A reminder will be sent to participants who have not completed the survey after 15 calendar days.	**October**	SVPAA
☐	**External Reviewer**	Chair submits list of 5 potential reviewers to SVPAA office. SVPAA will select one based on criteria contained in FAQ document.	**October**	Chair
☐	**Survey Recaps**	Faculty Senate Program Review Committee recaps the surveys of undergraduate programs. Graduate College Program Review Committee recaps the surveys of graduate programs.	**November-January**	SVPAA
☐	**Invite External Reviewer**	Chair contacts reviewer to schedule campus visit in March-April.	**November**	Chair
☐	**Schedule for External Reviewer**	Chair must include SVPAA on the schedule of the external reviewer. The reviewer will meet with the SVPAA at the end of the visit.	**November**	Chair
☐	**Self-study Completion**	Chair collaborates with unit faculty and Deans' office to complete self-study, and sends completed program self-study to SVPAA for review.	**November**	Chair
☐	**Self-study Revision**	Chair works with SVPAA to revise self-study, making any necessary changes (e.g., clarifying metrics used, elaborating interpretations of data).	**November-January**	Chair, SVPAA

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☐	**Self-study to External Reviewer**	Chair submits final version of self-study, survey recaps and external reviewer packets to the reviewer. Documents must be sent to external reviewer at least 30 calendar days prior to campus visit.	**February**	Chair
☐	**Visit**	External review occurs.	**March-April**	All
☐	**Post Visit**	External reviewer has 30 calendar days to submit report to SVPAA, Dr. Kate Korgan, kate.korgan@unlv.edu and programreview@unlv.edu	**May**	External Reviewer
☐	**Compensate External Reviewer**	Department Chair and SVPAA ensure external reviewer is paid.	**May**	Chair
☐	**Report**	SVPAA electronically provides external reviewer report to Chair, Dean, and if applicable, to Graduate College Dean.	**May**	SVPAA
☐	**Close the Loop**	SVPAA meets with Chair and Dean of the program and Dean of the Graduate College if applicable to discuss outcome of the program review.	**June**	All