

Academic Program Review Template – Sample Timeline

Month and Year	Action Item
September 2019 – October 2019	<ul style="list-style-type: none"> • Select working group chair • Review data and other information provided by Institutional Research Office; make requests for additional materials as needed • Determine meeting schedule for academic year • Determine and share materials with external reviewer
November 2019	<ul style="list-style-type: none"> • Review program mission, competencies, and goals • Review relevant data and information (curriculum map, self-reported student attainment of competencies, scan of field and comparable programs, University and School mission) • Document recommendations
December 2019	<ul style="list-style-type: none"> • Receive external review and ask follow-up questions as needed • Review faculty resources and qualifications • Document recommendations
February 2020	<ul style="list-style-type: none"> • Review student satisfaction and success data • Review samples of student work • Document recommendations
March 2020	<ul style="list-style-type: none"> • Review resources and student demand • Document recommendations
April 2020	<ul style="list-style-type: none"> • Review final external review • Review all recommendations and notes • Document program strengths and weaknesses • Document recommendations
May 2020	<ul style="list-style-type: none"> • Submit final draft of review