



Program Review Process Checklist

Timeline	
Milestone 1: Planning and Preparation	
No later than 12 months prior to the site visit	<p>Kickoff meeting occurs. Self-study Chair is appointed. Self-study team is appointed Establishment of timelines, roles, and responsibilities. A crosswalk of professional accreditation standards and WesternU program review standards is performed (if applicable). Program review plan agreement signed and submitted to Director of Institutional Research and Effectiveness (IRE).</p>
Milestone 2: Research	
Starting no later than 11 months prior to the site visit and continuing through internal review	<p>A standard package of reports and data are requested and delivered to Self-study Chair (see Suggested Data Exhibits Checklist). Additional or ongoing data or reports are requested and delivered to Self-study Chair (as needed). Program review training workshop is held for program faculty and/or staff (optional). A list of potential external reviewers is submitted to Director of IRE (See Guidelines for Selecting External Reviewers and External Reviewers Nomination Template).</p>
Milestone 3: Selfstudy	
10 – 2 months prior to the site visit	<p>Self-study team completes a self-study document and submits it to the Director of IRE. IRE makes travel arrangements and itinerary for external reviewers. Cross-section stakeholders are involved.</p>
Milestone 4: External Review	
2 - 1 month/s prior to the site visit	<p>IRE sends self-study documents and appendices to the external reviewer team and the Chair of Program Review and Assessment Committee. Self-study Chair and Director of IRE set dates for external visits Site visit schedule finalized</p>
Site visit	<p>Program hosts the external review team.</p>
8 weeks after the site visit	<p>The program/IRE receives the final external review team report. Program drafts action plan and submits to IRE.</p>
Milestone 5: Internal Review	
3-5 months after the site visit	<p>Action plan reviewed by Academic Senate Subcommittee for input to the Provost. Action plan finalized and approved.</p>
Milestone 6: Annual Follow-up	
1 year after internal review	<p>Program Chair and the college Dean submit an update to the action plan to the Provost.</p>

Program Review at a Glance

Western University of Health Sciences

