



Program Review Process Checklist

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

Program Review at a Glance
Western University of Health Sciences

