

2025–2026 Program Review Timeline

Consultations with the Provost's Office and Institutional Effectiveness are available at any stage upon request.

February 2025

- Notification of programs under review sent to Deans and points of contact in the Provost's Office.
- Deans/Chairs notify program faculty and hold an internal meeting to explain process, responsibilities, and timeline.

March 2025

- Faculty begin gathering evidence and reviewing self-study requirements.
- Program Review guidelines and template shared with all participating programs; available on [program review website](#).
- Departments are encouraged to schedule an initial consultation with Institutional Effectiveness.

April 2025

- Program Review Consultation: Dean, Department Chair, Provost, and Institutional Effectiveness staff meet to discuss requirements, process, and timeline.
- Chairs invite appropriate faculty, including graduate program representatives.

May 2025

- Program Review Professional Development Session.
- Programs may request standard data sets from Institutional Research and Effectiveness (May–September window). Contact: Frank LaFone.
- Self-study template available on the Academic Affairs website.

August–September 2025

- Programs identify and confirm external reviewers (if applicable) with approval from the Associate Provost.
- Departments continue data analysis and drafting of self-study.

January 15, 2026

- Electronic submission of the program review self-study to the Department Chair and Dean for review and approval.

February 1, 2026

- Dean or Department Chair submits program review to the Associate Provost for Academic Affairs (APAA) for initial review.

- External reviewer reports submitted to APAA (if applicable).
- One-week APAA feedback window to request clarifications or revisions prior to Program Review Council review.

February 10 – April 15, 2026

- Program Review Council reviews self-studies, conducts facility tours (if applicable), and meets with program administration, faculty, and students.

April 2026

- April 15: Council submits draft reports to the Provost's Office.
- Program Exit Meetings: The provost or designee meets with the Program Review Council to discuss findings.

May 2026

- PRC co-chairs submit the final program review report (including self-study, external review report, Council recommendations, and draft action plan) to the Provost's Office.

June 2026

- Provost or designee presents program reviews to Academic Affairs/Board of Governors (BOG) committee. Deans and department chairs attend to address questions.
- Final APRs submitted to the West Virginia Higher Education Policy Commission (WVHEPC) by June 30.