

Program Review Timeline

March	Notification of programs under review to Deans and Chairs of Colleges
April/May	<ul style="list-style-type: none"> • Program Review Training: Dean(s), Chair(s), Provost, and Institutional Effectiveness and Strategic Operations (IESO) staff meet to discuss the program review requirements, process and timeline; Chair is responsible for inviting appropriate faculty, including those involved with graduate programs.
July/August	Request standard data sets from IESO Office for the self-study at https://www.fairmontstate.edu/ir
August 30	<ul style="list-style-type: none"> • Deadline for additional data request from department via online request to the IESO Office • The Department Chair forwards the names, addresses and vitae for 3-4 qualified professionals to be considered as potential external evaluators to the Dean.
September 15	The Dean, in collaboration with the Provost, selects an External Evaluator to invite to review the program.
November 15 th	Electronic submission of program review to the Provost Office
Nov/Dec	<ul style="list-style-type: none"> • Program reviews sent to external reviewer for evaluation • External Reviewer submit final report to Provost Office on or before December 15th • Program reviews sent to Program Review Council for evaluation
January	Program Review Council makes recommendations: Provost or designee arranges meeting with committee members to discuss committee reports. The lead reviewer summarizes the findings from committee members. A report is prepared for the Provost that is later submitted to the BOG.
March 1	Final program reviews are submitted to the Provost Documents to include in submission: final self-study, external evaluator's report, Program Review Council recommendations, and department/program action plan
March/April (TBD)	Provost or designee presents program reviews to the BOG. Deans and chairs of departments being reviewed are requested to attend the AA/BOG committee meeting prior to the full BOG meeting to answer questions that may arise.
April (TBD)	BOG meeting
May 31 st	Provost submission of APR's to the HEPC

Note: Programs may request individual consultation with Provost Office.