

## **Abbreviated Time-line for Academic Program Review at IUPUI**

### **12 - 18 Months Prior to Site Visit**

- Identify unit and set tentative date
- Senior Advisor to the Chancellor (SA), Director of Program Review (DPR), EVC, School Dean, Dept. Chair, Associate Vice Chancellor for Graduate Education (AVCGE) (if appropriate) meet to plan review, creating first draft of questions to guide the review
- DPR summarizes information from the planning session, including a first draft of the questions to guide the review, and submits this to the department chair for review and approval. The revised draft is sent to all participating in the planning meeting.
- Chair reviews list of potential reviewers with Dean and submits to DPR.
- Chair provides preliminary list of questions to Dean for comment.
- DPR and Institutional Research and Decision Support (IRDS) staff meet with chair to discuss information in packet (2<sup>nd</sup> time chair receives packet) and potential sources of data to address a second draft of questions guiding the review
- Chair provides list of questions to Dean for comment.
- Department prepares profile & description for letter of invitation

### **8 - 12 Months Prior to Site Visit**

- Chair sends profile and descriptive materials for letter of invitation to reviewers
- SA sends letter to invite reviewer participation
- Set final date for review and notify SA, DPR, EVC, School Dean, Dept. Chair , AVCGE (if appropriate)
- Send first contact letter and program review data form to confirm reviewer participation. Obtain CVs
- Contact hotel and complete contract
- IRDS staff meet at least once with chair and others involved in preparing self study to discuss preliminary data related to questions guiding the review and how these will be presented in the self study

### **6 – 8 Weeks Prior to Site Visit**

- DPR meets with Department Chair to finalize schedule and discuss self-study
- Chair sends draft self-study for comment to DPR and Dean.
- Comments sent back to chair
- DPR sends chair schedule outline via e-mail
- DPR staff schedule travel for external reviewers
- DPR staff verify that all data forms have been returned, check flight information, and fax data forms to Hotel

### **4 Weeks Prior to Site Visit**

- Department sends final self-study to DPR
- DPR schedules phone appointments with internal and community reviewers
- DPR sends self-study, schedule, team list, department's questions, and hotel brochure to reviewers with second cover letter

### **1 - 2 Weeks Prior to Site Visit**

- DPR sends letter to campus review participants, including list of reviewers, *Guidelines for Academic Program Review*, schedule, and self-study
- DPR staff order lunches for team and guarantee hotel meals
- DPR calls internal and community reviewers
- DPR finalizes schedule, including room assignments

### **During the Site Visit**

- Department identifies internal contact person for the review
- DPR staff set up opening session room with: schedule, evaluation form, campus performance report, and name tents

- Department transports reviewers from hotel to opening session
- DPR staff coordinate lunches and receptions
- DPR staff obtain signatures on cover sheet, W9, and Disbursement Voucher Form

### **1 Week after Site Visit**

- DPR staff process travel reimbursements for team, pay hotel & food bills
- DPR staff send thank-you letters to reviewers (including site visit evaluation form)

### **1 - 2 Months after Site Visit**

- Reviewers send final report to DPR
- DPR sends final report to Department Chair and Dean with cover letter describing next steps
- DPR staff process honoraria after receipt of final report
- DPR staff send e-mail to reviewers when their honorarium checks are mailed
- DPR staff develop list of final expenses for the review and bill the Dean
- DPR summarizes review team's report
- DPR staff update Website

### **6 - 8 Months after Site Visit**

- Chair submits written response to DPR within 6 months of receipt of reviewers' report
- SA, DPR, EVC, School Dean, Dept. Chair , AVCGE (if appropriate) and available internal reviewers meet with department chair to review department response to final report