IUPUI Program Review Timeline

Planning ＞ **Development** ＞ **Site Visit** ＞ **Reaction** ＞ **Implementation**

Phase 1: Planning			
Ideal Timeframe	**Item/Action**	**Submit to**	**Who is Responsible/Involved**
12 months before visit	Schedule meeting to plan review for each Program Review "cohort" Share "Purpose and Process of Program Review" document at meeting	School Dean/Vice Chancellor (or designee) and Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
12 months before visit	Send Program Review self-study elements and suggested reviewer list (including current roster of PRAC members) following kick-off/planning meeting Request dates to consider for the review and list of potential reviewers Offer to have Director of Institutional Improvement (co-)facilitate self-study brainstorming session with department/unit	Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
12 months before visit	Schedule individual program-specific meeting to discuss timelines and expectations	Department Chair/Program Leader and Director of Institutional Improvement	Program Review Coordinator
12 months before visit	Review list of potential reviewers with Dean/Vice Chancellor (Dean/VC to appoint IUPUI internal reviewers); Dean/VC signs off on list of potential reviewers	Dean/Vice Chancellor (or designee)	Department Chair/Program Leader
12 months before visit	Send department description, list of potential reviewers, and potential dates for the review	Program Review Coordinator	Department Chair/Program Leader
12 months before visit	Invite reviewer participation by email	Potential Reviewers	Program Review Coordinator
12 months before visit	Send email confirmation to Review Team members	Review Team Members	Program Review Coordinator

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Phase 2: Development

Ideal Timeframe	Item/Action	Submit to	Who is Responsible/Involved
6–9 months before visit	Schedule meeting with IRDS to discuss department/unit data needs	IRDS staff, Director of Institutional Improvement, and Department Chair/Program Leader	Program Review Coordinator
6–9 months before visit; 2 weeks before data meeting with Department Chair/Program Leader	Request that IRDS Management Analyst pulls "typical" data for Program Review to bring to meeting	IRDS Management Analyst and Department Chair/Program Leader	Director of Institutional Improvement; Management Analyst (IRDS)
6–9 months before visit	Meet with Department Chair/Program Leader (& faculty/staff) to discuss next steps and IRDS reports	Department Chair/Program Leader	Director of Institutional Improvement, Program Review Coordinator, and Institutional Research and Decision Support (IRDS) Staff
6–9 months before visit	Begin self-study		Department Chair/Program Leader and faculty/staff from unit being reviewed
6 months before visit	Set final date for review and notify IUPUI administrators	Appropriate administrators based on the unit under review	Program Review Coordinator
6 weeks before visit	Send draft of review schedule; ask for modification or changes	Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
4 weeks before visit	Submit unit self-study to PAII	Director of Institutional Improvement and Program Review Coordinator	Department Chair/Program Leader
4 weeks before visit	Send email containing self-study, draft schedule, department/unit's questions to reviewers, and team report format document, along with date/time of online team orientation	Review Team	Director of Institutional Improvement and Program Review Coordinator
2 weeks before visit	Invite stakeholders to meet with team	IUPUI and community stakeholders	Program Review Coordinator (with consult from Department Chair/Program Leader)
1 week before visit	Send self-study to IUPUI administrators, IRDS, and (as needed) any other stakeholders meeting with the Review Team	IUPUI administrators, IRDS, and other stakeholders	Program Review Coordinator

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Phase 3: Site Visit			
Ideal Timeframe	**Item/Action**	**Submit to**	**Who is Responsible/Involved**
1 day before the team orientation meeting	Send email to stakeholders participating in the review including list of reviewers and schedule	IUPUI and community stakeholders	Program Review Coordinator
1 week before visit	Conduct Review Team Orientation via Zoom	Review Team and Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
1 week before visit	Finalize schedule, including room assignments		Program Review Coordinator and Department Chair/Program Leader
During Review Team Visit	Identify contact person for the review	Program Review Coordinator	Department Chair/Program Leader
1 week after visit	Review Team will have an optional phone/video meeting to discuss report-writing responsibilities and progress		Team Chair (with assistance from Program Review Coordinator)

Phase 4: Reaction			
Ideal Timeframe	**Item/Action**	**Submit to**	**Who is Responsible/Involved**
1 month after visit	Monitor receipt of final report		Director of Institutional Improvement and Program Review Coordinator
1 month after visit	Final Report Submitted	Director of Institutional Improvement and Program Review Coordinator	Review Team
1 month after visit	Send Review Team final report via email	Appropriate administrators based on the unit under review	Program Review Coordinator
1 month after visit	Schedule 45-minute report debrief meeting	Department Chair/Program Leader, Review Team Chair, and Director of Institutional Improvement	Program Review Coordinator
5 weeks after visit	Hold meeting to review, process, and clarify final report	Department Chair/Program Leader, Review Team Chair, and Director of Institutional Improvement	Director of Institutional Improvement

Phase 5: Implementation of Improvement			
Ideal Timeframe	**Item/Action**	**Submit to**	**Who is Responsible/Involved**
6 months after visit	Submit Program Review Response Report	Director of Institutional Improvement and Program Review Coordinator	Department Chair/Program Leader
9–12 months after visit	Schedule Program Review follow-up meeting to discuss team report and department follow-up	Dean, Department Chair/Program Leader, school/unit PRAC representative(s), internal Review	Director of Institutional Improvement and Program Review Coordinator

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Phase 5: Implementation of Improvement			
Ideal Timeframe	**Item/Action**	**Submit to**	**Who is Responsible/Involved**
		Team members, and Appropriate administrators based on the unit under review	
9–12 months after visit	Submit a summary report on Implementation of Improvements to school/unit PRAC representative(s) for inclusion in subsequent PRAC report(s)	School/unit PRAC representative(s)	Department Chair/Program Leader
After Follow-Up Meeting	Potential Invitation to participate in Program Review Panel at PRAC meeting and/or at next Assessment Institute	Department Chair/Program Leader	Director of Institutional Improvement