Program Review Timeline and Responsibilities

Updated 10-2-2023

August - October
- **OAA** - Send guidance to deans to initiate the process
- **Deans** - Fill in forms with Program Review chairs and committee members
- **Deans** - Send guidance and materials to programs

Fall
- **Deans** - Provide guidance and consultation to programs under review
- **OAA -** Update governance groups
- **Programs** - Are invited to contact IR or the Vice Provost for Student Success or the Vice Provost for Faculty Success for ideas about using the metrics to inform best practices

Spring
- **Deans** - Assign Program Review committee service in workloads for next cycle

March 1
- **Programs -** Submit completed form to dean

April 1
- **Deans -** Send form with dean's input to programs for optional response

April 8
- **Programs** - Complete optional response section, or indicate on form that they do not intend to submit an optional response, and submit completed form to uaa_oaa@alaska.edu, with a copy to dean

April - May
- **Provost** - Meet with dean to discuss dean's Program Review observations, commendations & recommendations
- **Provost** - Complete provost response
- **OAA** - Distribute finalized forms to deans and programs, post on Program Review website, update Program Review schedule

Summer
- **OAA** - Prepare and submit Annual BOR Program Review Report
- **OAA** - Prepare customized forms for next cycle
- **IR** - Update data and prepare for next implementation cycle

August 1
- **Provost -** Official deadline for provost response