PASSHE FIVE-YEAR PROGRAM REVIEW
CHECKLIST/TIMELINE

COMPLETED PROGRAM REVIEWS ARE DUE IN THE OFFICE OF THE PROVOST NO LATER THAN MAY 15.

____ In September, Provost notifies Deans of program(s) to be reviewed.

____ By November 1, names of program review committee members are forwarded to Dean; Dean forwards names to Provost.

____ By December 1, several choices for external reviewer (ER), if applicable, are forwarded to Dean. Dean selects one and forwards name, address, vita and expected visit date of external consultant to Provost.

____ Forward ER for consultant expenses to Dean/Supervisor. Travel costs above the $250 stipend and the cost of mileage must be approved by the Dean and Provost in advance.

____ By December 31, provide status report to Dean; Dean informs Provost.

____ By January 31, Dean provides feedback to review committee on progress to date.

____ February/March, ER receives documents and conducts site visit. ER report is due 2 weeks after site visit.

____ By March 15, submit complete draft report to Dean.

____ By March 31, Dean provides comments on completed draft to review committee, following consultation with Provost.

____ By April 30, submit final program review to Dean.

____ By May 15, Dean forwards final program review to Provost.