



## Program Review Checklist

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1. Department Notification of Upcoming Program Review (Beginning of Month One)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
2. Program Review Overview Meeting held with unit (Beginning of Month One)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
3. Selection of Site Review Team Candidates send to Office of the Vice President (Month 1)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
4. Program Review dates finalized/Site Visit schedule drafted (Month 2)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
5. Submit outline of self-study to Review Coordinator (Month 2)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
6. Submit rough draft of Self-Study to Review Coordinator (Month 3)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
7. Submit final draft to Vice President and Review Coordinator (Month 4)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
8. Submission of self-study to Site Review Team (Month 5)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
9. Site Review & Expense Report sent to Vice President (Month 6)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
10. Site Review Team written report submitted back to unit (Beginning of Month 7)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
11. Unit action plan drafted in response to Site Review Team recommendations (End of Month 7)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_
  
12. Program Review final meeting (End of Month 7)  
Due: \_\_\_\_\_ Complete: \_\_\_\_\_