Annual Program Review Process
2024-2025

- April 2024
  - Orientation for upcoming program reviews with deans, chairs (led by IEA, recorded)
- May 2024
  - Programs identify review lead(s) and self-study writer(s) with input and approval from chair and dean
  - IEA provides deans and chairs with prior program reviews
  - IEA provides deans and chairs with data on programs being reviewed
- June-July 2024
  - Deans and chairs review reports from previous program reviews
  - Deans and chairs review data (including IE plans and reports) for programs being reviewed
- August 2024
  - Program Review Q&A Session for faculty, chairs, and deans during Faculty Conference (led by IEA)
  - Dean and chair communicate with programs re internal processes, deadlines, and expectations for drafting the self-study
- September 2024
  - Programs search for external reviewer candidates with input from chair and dean
  - Programs are drafting self-study with input from chair and dean
- October 2024
  - Programs identify their top candidate for external reviewer and receive approval from chair and dean to submit candidate to IEA
  - Programs are drafting self-study with input from chair and dean
- November 2024
  - IEA meets with top external reviewer candidates to communicate expectations and guidelines for reviewers
  - IEA works with colleges and departments to schedule spring site visit date with external reviewer
  - Programs are **finalizing** self-study with input from chair and dean and assembling appendices.
- December 2024
  - Final self-study and appendices submitted to IEA as one combined PDF file for final review and submission to external reviewer (by commencement)
  - IER works with external reviewer to finalize travel and complete APSU contract for honorarium and travel reimbursement
- January 2025
  - Program works with chair and dean to finalize site-visit itinerary (session times, locations, participants)
  - Program submits finalized site visit itinerary to IEA for final review and submission to external reviewer
- February 2025
  - IEA submits self-study and site visit itinerary to external reviewer
  - Programs order lunch and parking passes for site visit
- March-April 2025
  - Site visits led by department and college with support from IEA
  - Reviewer reports and rubrics are submitted to IEA and shared with departments and deans