

IUI Program Review Timeline



Phase 1: Planning			
Ideal Timeframe	Item/Action	Submit to	Who is Responsible/Involved
12 months before site visit	Schedule meeting to plan review for each Program Review “cohort” Share “Purpose and Process of Program Review” document at meeting	Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
12 months before site visit	Following kick-off/planning meeting, send Program Review Self-Study Elements, Considerations in Selecting a Review Team, available dates, and current roster of PRAC members Request dates to consider for the review and list of potential reviewers	Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
12 months before site visit	Schedule and hold individual program-specific meeting to discuss timelines and expectations	Department Chair/Program Leader and Director of Institutional Improvement	Program Review Coordinator
9–12 months before site visit	Review list of potential reviewers with Dean/Vice Chancellor; Dean/VC signs off on list of potential reviewers	Dean/Vice Chancellor (or designee)	Department Chair/Program Leader
9–12 months before site visit	Send department description, list of potential reviewers, and potential dates for the review	Program Review Coordinator	Department Chair/Program Leader
9–12 months before site visit	Invite reviewer participation by email	Potential Reviewers	Program Review Coordinator
9–12 months before site 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 site visit	Begin self-study		Department Chair/Program Leader and faculty/staff from unit being reviewed
6 months before site visit	Confirm final date for review and notify IUI administrators	Appropriate administrators based on the unit under review	Program Review Coordinator
6 weeks before site visit	Send draft of review schedule; ask for modification or changes	Department Chair/Program Leader	Director of Institutional Improvement and Program Review Coordinator
6 weeks before site visit	Submit unit self-study to Dean/VC (or designee) for review	Dean/VC (or designee)	Department Chair/Program Leader
4 weeks before site visit	Submit unit self-study to PAII	Director of Institutional Improvement and Program Review Coordinator	Department Chair/Program Leader
4 weeks before site visit	Send email containing self-study, draft schedule, and department/unit's questions to reviewers, along with date/time of online team orientation	Review Team	Director of Institutional Improvement and Program Review Coordinator
2 weeks before site visit	Invite stakeholders to meet with team	IUI and community stakeholders	Program Review Coordinator (with consult from Department Chair/Program Leader)
2 weeks before site visit	Submit plan for review team parking and transportation during site visit	Program Review Coordinator	Department Chair/Program Leader
1 week before site visit	Send self-study to IUI administrators meeting with the Review Team	IUI administrators	Program Review Coordinator

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	IUI and community stakeholders	Program Review Coordinator
1 week before site 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 site visit	Finalize schedule, including room assignments		Program Review Coordinator and Department Chair/Program Leader
1 week before site visit	Identify contact person for the review	Program Review Coordinator	Department Chair/Program Leader

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

Phase 5: Reporting on Response			
Ideal Timeframe	Item/Action	Submit to	Who is Responsible/Involved
6 months after site visit	Schedule and hold a meeting to discuss Program Review Response Report and follow-up meeting	Chair/Program Leader	Director of Institutional Improvement
6–9 months after site visit	Submit Program Review Response Report	Director of Institutional Improvement, Program Review Coordinator, and Dean/Vice Chancellor	Department Chair/Program Leader
9–12 months after site visit	Schedule and hold follow-up meeting to discuss team report and department follow-up	Dean, Department Chair/Program Leader, school/unit PRAC representative(s), internal Review Team members, and appropriate administrators based on the unit under review	Director of Institutional Improvement and Program Review Coordinator
9–12 months after site 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