

Please note that in all cases the Academic Program Review Guidelines are the best reference source. This monthly timeline is to help move the process forward but is by no means the thorough or authoritative document.

Early April

- Office of the Provost notifies program, department, and Dean of upcoming Academic Program Review for the next academic year. Guidelines distributed. IR, Assessment, OSP, Financial Managers notified.

September

- Office of the Provost reminds programs and Deans of their review. Guidelines distributed.
- Information/Training session conducted.
- IR and Assessment distributes standard data sets for each program.
- Programs provide list of 5-8 potential external reviewers to their Dean. List has representation from USM, UMS, and NEASC schools. One representative from each category will make up the 3-person review team.
- Office of the Dean extends university invitation to external reviewers.

October

- Office of the Dean confirms reviewers, then sends list of review team members to program for site visit scheduling and logistics.

November

- Programs complete self-study and provide copy to Dean and Provost for initial review.

December

- After initial review, program complete self-study and provide to the external review team.

January/February

- Programs provide any additional materials requested by external review team.
- Programs prepare for site visit which may occur in January/February

March

- External review report due March 1 to the Office of the Dean.
- Office of the Dean provides program with copy of external review report and notifies program of 30 day response period.

April

- Dean writes brief evaluative report including recommendations for future action and transmits self study, external report, program response, and dean report to the Office of the Provost by April 15.
- Provost reviews complete report, meets with Dean and program to develop action plan.

Summer

- Entire packet with action plan and President approval transmitted to the System office.
- Summary of USM Academic Program Review activity for previous academic year transmitted to the System office.