

Academic Program Review Suggested Timeline

*Be certain to review the templates to ensure the department is retaining the appropriate data well in advance of departmental Program Review due dates. This will make the collection process much easier once the time comes to complete the self-study.

Month 1 and 2 (August and September):

- ☐ Program faculty select a Program Review Leader (PRL).

PRL will receive extra service pay for leading this year long self-study process upon submission of the completed program review to Academic Affairs. PRL should refer to the Extra Service Fee Schedule on the HR webpage for information about the extra service to be awarded. ***When program reviews for comparable degree programs are conducted concurrently, the compensation is paid as one.***

- ☐ Download Program Review Self Study Template (associate or bachelor) from [Assessment webpage](#)
- ☐ Gather data and write Self Study.
 - ✓ Data is sent from Institutional Research based on the [published cycle](#). If you are off-cycle, request program data from [Institutional Research](#).
 - ✓ Obtain Program Assessment Plans and Student Learning Outcomes from Weave.
 - ✓ Have program faculty contribute to preparation of Self Study report.

Month 3 and 4 (October and November):

- ☐ Complete Self Study document.
- ☐ Program faculty, in consultation with Chair and Dean, generate list of possible external reviewers and submit short bios (name, title, organization, and relationship to SUNY Cobleskill) to PRL.

Three external reviewers are recommended, choose among the following categories:

- ✓ At least one academic faculty member from another institution
- ✓ At least one professional in the field
- ✓ Former students who have been out of the program for at least 10 years and are employed in the field
- ✓ One Advisory Committee member

Note: If reviewers are participating from a distance prohibiting a physical visit, consider an electronic review from their location.

- ☐ PRL forwards all nominations (with bios) to the Dean for approval.
- ☐ Dean will formally invite approved external reviewers to participate, asking them to contact the PRL and confirm their intention to serve.
- ☐ The PRL schedules a date for the visit once all reviewers have responded affirmatively. The PRL begins scheduling required meetings on campus (refer to the suggested itinerary for a campus visit in Month 6).
- ☐ PRL works with external reviewers to select a Chair of that group. This Chair will be responsible for communication with the PRL, as well as ensuring the completion of the External Review Report.

Month 5 (late January/early February):

- ☐ PRL assembles the External Review Packet to be sent to all reviewers. Email the following information to all reviewers before they come to campus:
 - ✓ Cover letter from Dean
 - ✓ Tentative itinerary for visit (updated copy should be given to them the day of the visit)
 - ✓ Statement that reviewers will receive \$150 honorarium and the Chair will receive \$250.
When an external reviewer serves for comparable degree programs that are conducted concurrently, the compensation is paid as one.
 - ✓ List of contact information for external reviewers, PRL, Dean's Office and the Dean
 - ✓ Completed Program Review Self Study document
 - ✓ [External Reviewer Worksheet](#)
 - ✓ [Outline for External Review Report](#) with a stated deadline for return
 - ✓ Campus parking pass for date of visit
 - ✓ Campus map

Month 6 or 7 (March or April):

- ☐ External Review Team visits campus. Suggested itinerary for visit:
 - ✓ Welcome meeting with PRL
 - Team members fill out and sign a [W-9 form](#) and an [Honorarium](#) form for payment.
 - ✓ Team meets separately with:
 - Provost/VPAA and Dean (required)
 - Department and supporting faculty (required)
 - Current students at varying levels in the program (required)
 - Admissions
 - Alumni
 - Library, CASE and Center for Career Development staff
 - Advisory Committee members

- ✓ Provide the external reviewers time to meet and have lunch in the dining hall, independent from the program faculty. Obtain pre-approval for lunch arrangements through the Provost's Office. If the reviewers request to have the PRL join them for lunch, this must be pre-approved by the Provost's Office. Catered lunches for the department will not be provided.
- ✓ Team tours facilities, including classrooms, labs, library and/or student support areas.
- ✓ Team meets privately to summarize findings and plan External Review Report.
- ✓ Exit meeting held with External Review Team and program faculty to discuss preliminary findings, pose clarifying questions, and request more information if necessary.

Month 8 (late May/early June)

- ☐ External reviewers submit [final report](#) to PRL.
- ☐ Program faculty meet and review the External Reviewer's report and prepare a written response.
- ☐ Save your Self Study document, External Review Report and program response as a **single PDF**.
- ☐ Send your now completed Program Review PDF to the Provost's Office and the Dean's Office.
- ☐ **Upload the PDF to your program assessment page in Weave** for the current year.
- ☐ Send the Provost's Office all W-9 forms and Honorarium forms for external reviewers for payment. Payment for external reviewers and extra service for the PRL will be processed upon receipt of the Program Review PDF and all necessary payment documentation.

Month 9 (mid-June or August/September)

- ☐ Program faculty **revise program assessment plan based on program review outcomes and develop a timeline for implementation and review**; submit along with annual assessment posted within Weave by the end of June.
- ☐ Present your program review at Academic Council, with highlights from your Self-Study and emphasis on the results from your external review and the program's action plan for implementation.