

07-08 Responsibilities of the Programs Being Reviewed

1. Assemble and deliver list of E-mail addresses of students, faculty and staff for the internal review committee by November 10.
2. Complete and deliver the self-study by December 15.
3. Communicate with the internal review committee chair throughout the process.
4. Submit list of potential external reviewers to VPAA Michael Bower's office by February 15.
5. Send department response to internal review committee report to VPAA Michael Bowers by March 15.
6. Plan/ schedule external review visit to be completed by April 15.
7. Send department response to external reviewer's report to VPAA Michael Bower's office by May 5.
8. Send response to final report by June 1.

Please note that the Review is the responsibility of the program being reviewed. Please maintain contact with the chair of your internal review committee. The Faculty Senate Program Review Committee's primary responsibility is to facilitate the completion of the review process.

