2024-2025 Program Review Timeline

March
- Notification of programs under review sent to Deans and points of contact in the Provost's Office.

April
- Program Review Consultation: Dean, Department Chair, Provost, and Institutional Effectiveness staff meet to discuss program review requirements, process, and timeline. The Chair is responsible for inviting appropriate faculty, including those involved with graduate programs.

May – September
- Programs request standard data sets from the Office of Institutional Research and Effectiveness for the self-study via the website. Contact: Frank LaFone.
- Program Review Consultations are available upon request by Departments.

November 15
- Electronic submission of the program review to the Department Chair and Dean for review and approval.

December 1
- Program reviews are submitted by the Dean or Department Chair to the Associate Provost for Academic Affairs in the Provost's Office for initial review.

December – February
- The Program Review Council evaluates program self-study documents, tours facilities (where appropriate), and meets with program administration, faculty, and students to gather and confirm information.

January 15 (optional)
- Electronic submission of external reviews submitted to the Associate Provost of Academic Affairs.

March
- Program Exit Meeting: The Provost or designee arranges a meeting with committee members to discuss committee reports and clarify any remaining concerns or questions. The lead reviewer presents preliminary findings and recommendations at this meeting.

April 1
- The lead reviewer submits a program review report outlining the Program Review Council's findings and recommendations to the Provost's Office.

- Documents to include final self-study, external evaluator's report, Program Review Council recommendations, and a draft action plan for the departments.

April (Date TBD)
- The Provost or designee presents program reviews to the Academic Affairs/Board of Governors (BOG). Deans and department chairs of the reviewed programs are requested to attend the Academic Affairs/BOG committee meeting prior to the full BOG meeting to address any questions.

April/May (Date TBD)
- BOG meeting.

May 31
- The Provost or designee submits the Academic Program Reviews (APRs) to the West Virginia Higher Education Policy Commission (WVHEPC).

July – August
- Programs receive a summary of the program review, institutional recommendations, follow-up actions, and suggestions.

Note: Programs may request individual consultation with the Provost Office.

Data Sources: Department Metrics are prepared and distributed annually by the Office of Institutional Research and Effectiveness. Other data sources, such as those maintained by the unit, may also be used in the development of the self-study document.