Program Review Process and Timeline

Scheduling:	All academic programs offered by Cleveland State University (CSU) should be scheduled every 5-7 years or in consultation with the Dean of the College.

Program Review Calendar and Procedures

May	A memo of notification is sent to the Department Chairs/Program Directors and Deans. An orientation session is scheduled for departments undergoing program review to familiarize them with the process and expectations. Guidelines and answers to frequently asked questions will be given as well as initial data/statistics from the Office of Institutional Research.
September 15	The names of members of the Self-Study Team and the list of nominees for external reviewers are due to be submitted to the Office of Instructional Excellence. For most Program Reviews, the Self-Study Team consists of 3 to 4 department faculty, including the chair/program director, and any division or other unit directors. Adjustments may be made as needed, depending on department composition and specific needs of the program review. The number of external reviewers will be determined by the dean in consultation with the Office of Instructional Excellence, as follows: One external for smaller departments, or those with no graduate programs; two or more external reviewers for larger or more complex units, or those which offer graduate instruction. Note that a minimum of *three names should be nominated for each external to be selected.* College deans should consult with faculty to appoint two of them to serve as internal reviewers for each department/program being reviewed within the college. Internal reviewers may be from any department/program within the college except the ones under review. If the program being reviewed has a graduate component, one internal reviewer must be nominated by the College of Graduate Studies. All names should be submitted via email to the Academic Program Quality Coordinator (p.lyons12@csuohio.edu) on or before the due date.
Sept. 15 – Nov. 1	The Academic Program Quality Coordinator works with the various participants in the process to identify tentative dates for virtual site visits. Invitations are sent to external nominees.
December 1	Self-studies are developed in accordance with guidelines provided. The final self-study shall be reviewed and approved by the Self-Study team before submission. Completed self-studies and accompanying appendices (as needed) should be forwarded to the Vice Provost for Instructional Excellence. This will consist of a complete electronic copy and one (1) hard copy, in a presentation binder, with tab dividers, to the Office of Instructional Excellence for records retention.
January 15 – March 31	External reviewer virtual visit: The external reviewer's schedule is prepared by the Academic Program Quality Coordinator in consultation with the chair/director of the department/program being reviewed. During the virtual site visit, the external and the internal reviewers will meet with chairs/directors, faculty, students, etc. ***It is the responsibility of the chair/director to ensure that appropriate attendees are notified of scheduled meetings****.* Within 30 days of the completion of the virtual site visit, the external reviewer(s), in consultation with the internal reviewers, submit(s) a written report. NOTE: In cases where there are more than one external reviewers, one team lead should be selected upon consultation with all of the external reviewers. The team lead will become the contact person and main author of the final report to be submitted to the Office of Instructional Excellence.

Program Review Follow-up

April 1 – June 30	- Within 30 days after the conclusion of the virtual site visit, the Office of Instructional Excellence expects to receive the team's final report. As soon as we are in its possession, we will forward it to all relevant stakeholders on the CSU campus. - Chairs/Directors and Deans have up to 2 weeks to provide their respective feedback to the team's final report, which is to be submitted separately to the Office of Instructional Excellence. - Once the official response documents are received, the Office of Instructional Excellence has up to 2 weeks to set up an implementation meeting involving the Chair/Director, Dean, Vice Provost for Instructional Excellence, and Provost to discuss program review findings to identify ways to accommodate recommendations and ensure follow-up.