



**Texas Southern University**

**Academic Undergraduate and Graduate Program Review**

Planning Checklist for Program Review Site Visits

√	Completed by	Action to be completed	Comments/Responsible Party
	September 1	<b>Notify Department/Program of Impending Review</b>	<b>Academic Affairs/ Institutional Assessment, Planning &amp; Effectiveness (IAPE)/ Graduate School</b>
	September 1 – December 1	<b>Department/Program Undergoes a Self- Study</b>	<b>Academic Departments Chairs solicit faculty input &amp; send final report to Dean for approval prior to completing study)</b>
	November 1	<b>Selection of External Reviewers</b> <ul style="list-style-type: none"> <li>• Department chooses 1, Dean’s Office chooses 1, and Provost chooses 1</li> <li>• Obtain a CV and a professional sketch for each reviewer</li> <li>• Collect contact information such as email, phone/fax &amp; mailing address</li> </ul>	<b>Academic departments will provide names and professional sketches to the Office of the Provost and Office of IAPE/ Graduate School. Provost will inform department &amp; IAPE/ Graduate School of the selected reviewers. (*External Reviewers’ availability to participate in site visit during February must be <u>confirmed</u> prior to sending names to the provost.)</b>
	November 1	<b>Establish February Dates for the Site Visit in the following Spring</b> <ul style="list-style-type: none"> <li>• Plan on 2 – 3 days on campus</li> <li>• Contact external reviewers to confirm their availability</li> <li>• Reserve dates on the provost’s calendar</li> </ul>	<b>Approval of External Reviewers by Academic Department Chairs, Deans &amp; Provost</b>
	December 1	Final self-study due to the Dean, IAPE, and External Review Team	<b>Department submits final self-study to Institutional Assessment Planning and Effectiveness (IAPE)/ Graduate School. IAPE will review the report and correspond with department within 2 weeks of receiving self-study with any suggestions needed. IAPE will submit the reports to the external review team, either electronically or hard copy via mail</b>

			(external reviewers' preference will be requested). Name and mailing address of external reviewers to be provided to IAPE by Department. [For Graduate programs, The Dean of the Graduate School will work with departments regarding Self-Study.]
	December 1-February 1	<b>Establish and Finalize external reviewers' travel arrangements.</b>	<b>Travel arrangements made within the academic areas: CBA's/ Departments work directly with External Reviewers.</b>
	February 1	<b>External Review Team Site Visit</b>	<b>Department should schedule meetings with Department Chair, Dean; faculty, staff, students; the Undergraduate Curriculum Council, Registrar, Library, IAPE. Exit Interview should be scheduled for last day of visit with the Provost, Associate Provost/ Associate Vice President for Academic and Faculty Affairs &amp; IAPE/ Dean of Graduate School.</b>
	March 1	<b>Written Report from Site Visit by External Review Team</b>	<b>The External Reviewers' report should be submitted to IAPE, Dean and Associate Provost/ Associate Vice President for Academic and Faculty Affairs. (*Honorarium processing for the External Reviewers (ER) should not be done by the CBA until the ER report is received). The ER report should be written as a group by all 3 reviewers; it is recommended that one be appointed as the coordinator of this effort.</b>
	April 1	<b>Department/Program's Response to Reviewers' Written Report</b>	<b>When the External Reviewers' report is received, the Department Chair/Faculty will within a month write a report in response to the External Reviewers' findings/recommendations. If the department does not respond within</b>

			<b>a month, the provost will commence with meetings with the dean and department chairs to discuss the external reviewers' reports.</b>
	May 1	<b>Provost's Final Written Report to Dean and Department</b>	<b>Provost, Associate Provost/ Associate Vice President for Academic and Faculty Affairs &amp; IAPE/Dean of Graduate School will meet with Dean and Department Chair to review overall findings and future planning.</b>
	June 1	<b>Provost's Report Submitted to President</b>	<b>Associate Provost prepares a report for the Provost's input and approval. The Final Report is submitted to the President.</b>