## Program Review

## Suggested Preparation Timeline

**Activity Timeline for Completion**

Program Review Committee liaison meets with 6-12 months prior to deadline

department/functional area/unit director/

leadership team

Identify internal department/functional 6-12 months prior to deadline

area/unit review team

Program Review Committee liaison meets with 6-12 months prior to deadline

department/functional area/unit review team

Set review team meeting times 6-12 months prior to deadline

Write self-study 6-12 months prior to deadline

Identify internal/external reviewers for site visit 2-3 months prior to deadline

Conduct site visit 3 months prior to deadline

Site visit report submitted to department/ 1 month after site visit

functional area/unit

Submit action plan By review deadline

Present executive summary to SLLT First available SLLT meeting after conclusion of program review

Disseminate results In consultation with VPSL and Strategic Communications and Marketing