IBHE Program Review Timeline

Deadline	8-Year Review (Programs)	8-Year Review (Centers)	3-Year Progress Report	Report on Temporarily Suspended Program
November 1	OSIE shares information regarding review instructions, timeline, and forms			
November 15 – January 15	Program/School conducts and completes preliminary self-study (***Note:*** if currently going through program accreditation or if an accreditation visit has been completed in the past two years, use that in lieu of the self-study and external review)	Program/School conducts and completes preliminary self-study		
December 1	Program/School submits names of at least 3 external reviewer candidates to Dean, along with vitae and qualifications for each			
December 15	Dean submits names of at least 3 external reviewer candidates to Associate Provost for Undergraduate Programs (undergrad) and/or Assistant VP for Graduate, Online, and Outreach Programs (grad), along with vitae and qualifications for each candidate			
January 20	Program/School uploads preliminary self-study, executive summary, and proposed external reviewer campus visit to Google Drive folder (notifying Dean)	Program/School uploads preliminary self-study and executive summary to Google Drive folder (notifying Dean)		

Deadline	8-Year Review (Programs)	8-Year Review (Centers)	3-Year Progress Report	Report on Temporarily Suspended Program
February 15	Dean reviews preliminary self-study, executive summary, and proposed external review campus visit itinerary and notifies Associate Provost for Undergraduate Programs (undergrad) and/or Assistant VP for Graduate, Online, and Outreach Programs (grad)	Dean reviews preliminary self-study and executive summary and notifies Associate Provost for Undergraduate Programs (undergrad) and/or Assistant VP for Graduate, Online, and Outreach Programs (grad)		
February – March	External reviewer visit			
April 30	● External reviewer submits final report to the Dean (copy to Program coordinator/ School director), due 4 weeks after end of campus visit or April 15, whichever is latest ● Provost's Office arranges payment of honorarium for external reviewer upon confirmation by Program/School that final report has been received			
Dean determines deadline	● Program/School completes IBHE review summary Google form and shares copy with the Dean via the form ● Program/School uploads to Google Drive folder: ○ Final self-study ○ External reviewer report	● Program/School completes IBHE review summary Google form and shares copy with the Dean via the form ● Program/School uploads to Google Drive folder: ○ Final self-study	Program/School completes IBHE review summary Google form and shares copy with the Dean via the form	Program/School completes IBHE review summary Google form and shares copy with the Dean via the form

June 5	Dean reviews final self-study, external reviewer report, and IBHE review summary google form and notifies the OSIE director, along with the Associate Provost for Undergraduate Programs or Assistant VP for Graduate Programs, that everything is complete	Dean reviews final self-study and IBHE review summary google form and notifies the OSIE director, along with the Associate Provost for Undergraduate Programs or Assistant VP for Graduate Programs, that everything is complete	Dean reviews IBHE review summary google form and notifies the OSIE director, along with the Associate Provost for Undergraduate Programs or Assistant VP for Graduate Programs, that everything is complete	Dean reviews IBHE review summary google form and notifies the OSIE director, along with the Associate Provost for Undergraduate Programs or Assistant VP for Graduate Programs, that everything is complete
June – July	OSIE director reviews submitted IBHE review summaries and requests revisions if needed			
August 15	OSIE director submits all program review summaries to IBHE			
April of following year	Program/School and Dean evaluate progress on action plans during one-year follow-up review			
June of following year	School Director and Dean submit one-year follow-up report in Google Drive folder and notify Provost's office it is in the folder			School Director and Dean submit one-year follow-up report in Google Drive folder and notify Provost's office it is in the folder