

**Title: #V-1. Program Review Timeline**

**Date: October 17, 2012** (Replaces version dated November 11, 2003)

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In accordance with Board of Governors Policy C-01, "Program Review Procedures," West Virginia University at Parkersburg is required to review at least every five years all programs leading to a certificate or degree. The programs to be reviewed are identified on a schedule maintained by the Senior Vice President for Academic Affairs who shall direct the formulation of self-studies by the appropriate campus administrators annually. The timeline below details how program reviews are to be completed at WVU Parkersburg.

1. The Senior Vice President for Academic Affairs provides the schedule and notification of review in April of the year prior to the review.
2. Program faculty complete the Program Self-Study by October 15 according to approved guidelines. The self-study is submitted to the Academic Affairs office. The external reviewer is identified by the Senior Vice President for Academic Affairs.
3. The Senior Vice President for Academic Affairs accepts the Program Self-Study and forwards the document to the Outcomes Assessment Committee (OAC). The OAC completes its review by December 15<sup>th</sup>.
4. The OAC forwards their recommendations and appropriate documents to the Senior Vice President for Academic Affairs who then forwards the report and forms to the external reviewer by January 15<sup>th</sup>.
5. External reviewer returns the Program Review documentation and its recommendations to the Senior Vice President for Academic Affairs by March 15<sup>th</sup>.
6. The Senior Vice President for Academic Affairs meets with program faculty and division chairs and reviews the findings before April 1<sup>st</sup>.
7. OPTIONAL: The Program may submit a written response to the Senior Vice President for Academic Affairs by April 1<sup>st</sup>.
8. The Senior Vice President for Academic Affairs forwards the results of the Program Review to the President by April 15<sup>th</sup> for review.

9. OPTIONAL: Feedback from President may be factored into the final report. The report may be returned to the Senior Vice President for Academic Affairs.
10. The President or designee will present the college recommendations for each program reviewed to the Board of Governors, normally by May 15 for approval.
11. The Board of Governors will review the recommendations and may request additional information or further review before making decisions. The Board of Governors will send the results to the Chancellor of the Council for Community and Technical College Education by May 31.
12. The program faculty implement recommendations as directed in the final report.

**Responsible Administrator: Senior Vice President for Academic Affairs, 304-424-8242**