

## **Virginia Tech Academic Program Review Timeline for 2015-2016 Reviews**

### **Timeline**

- By October 1, 2016:
  - Self-study reports are due to the OAE. OAE staff distribute the self-study reports to the review teams.
- By November 15, 2016:
  - Face-to-face conversations between the review teams and the departments are completed. [Members of each review team will meet together before meeting with the department to discuss their perceptions related to the self-study report and any questions, issues, etc. that they would like to discuss during the face-to-face conversation with the department.]
- By December 1, 2016:
  - Review teams submit their written response to the self-study report and face-to-face conversation to the department and to the OAE. This written response is comprised of a completed rubric and a narrative report.
- By February 1, 2017:
  - If desired, departments may prepare and submit a written response to the review team's written documents. If a written response is created by the department, this will be submitted to the OAE.
  - The OAE will then send the department's self-study report, the review team's report, and any written response to the review team's report (if created) to the respective dean.
- By March 1, 2017:
  - Face-to-face conversations between the departments and their respective dean are held to discuss program review findings and – most importantly – the departments' plans for moving forward. These conversations should provide an opportunity to discuss implementation items and resource priorities. The goal of each discussion is to reach a consensus on what actions are to be taken by the department before the next Academic Program Review cycle.
- By March 15, 2017:
  - After each face-to-face conversation with a department, the respective dean writes a memo summarizing his/her conversation with the department, the department's plans for moving forward, and the dean's expectations for what the program will accomplish by the time of the next scheduled Academic Program Review. This memo is shared with the department and OAE. The OAE will archive all Academic Program Review materials.