

Checklist for Managing the Review Process

<i>Check</i>	<i>Actions</i>	<i>Time*</i>
	1. DGP and department head identify possible dates for review, external reviewers, and internal reviewers (grad school or college will invite reviewers). Program faculty begin to compile self-study.	-6 mo.
	2. DGP begins to prepare for reviewers' visit: create agenda, make sure deans' meetings are on deans' calendars, organize the various groups who will meet with reviewers, set up reviewers' room, etc.	-2 mo.
	3. DGP sends completed self-study to college, grad school, and reviewers.	-2 wk.
	4. Review team conducts review and drafts report.	0
	5. Review team sends final report to program faculty.	+1 mo.
	6. Program faculty respond to each recommendation in the report describing actions to be taken and resources needed to implement recommendations. Faculty prioritize the resource needs from the responses. Department head and DGP write response to report.	+2.5 mo.
	7. Department and program administrators meet with college administrators to discuss the resource priorities and their place, if appropriate, in compact plans or other sources of funding.	+3 mo.
	8. Department head and DGP revise program's response to review report to reflect discussions with the college and send the revision to the grad school.	+3.5 mo.
	9. Grad school composes Preliminary Action Plan and distributes it to provost, vice chancellor for research, college deans, grad school dean, and department head and DGP.	+4.5 mo.
	10. Administrators from program, department, college, and grad school meet with university administrators to discuss resource priorities from the preliminary action plan (1/2 hour).	+5 mo.
	11. Grad school revises preliminary action plan to reflect discussions in post-review meeting and sends final version to department, college, and university administrators.	+6 mo.

* Time designations are approximate. The date for the post-review meeting (#9) will be set soon after the date for the review has been established and should be used as guide to when each step should be completed.