

Checklist for Managing the Review Process

<i>Check</i>	<i>Actions</i>	<i>Time*</i>
	1. Program director(s) and head identify possible dates for review, external reviewers, on-campus reviewer (grad school or college will invite reviewers). Program faculty begin to compile self-study.	-6 mo.
	2. Director prepare for reviewers' visit: collaborate on agenda, organize the various groups who will meet with reviewers, set up reviewers' conference room, provide coffee and snacks, etc.	-2 mo.
	3. Director sends completed self-study to grad school, who send it to 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. Head and/or director responsible for response to report.	+2.5 mo.
	7. Department and program administrators meet with college administrators to discuss review findings and the resource priorities for department/program.	+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 directors.	+4.5 mo.
	10. Administrators from program, department, college, and grad school meet with university administrators in a post-review meeting to discuss review findings and resources needed.	+5 mo.
	11. Grad school revises preliminary action plan to reflect discussions in post-review meeting and posts the final version in the APA archives.	+6 mo.

* Time designations are approximate. The date for the post-review meeting (#10) is typically toward the end of the following semester.