

## **SAMPLE PROGRAM REVIEW TIMELINE**

<b>YEAR PRECEDING REVIEW</b>	
October	Orientation Meeting
Late Fall	Tentative target month established for site visit
Fall/Spring/Summer	Prepare self-study <ul style="list-style-type: none"> <li>• Most programs will take at least 6 months to complete a thorough self-study</li> <li>• Time allotted must take into account decisions on: faculty retreats, student surveys, alumni surveys, faculty review of final report</li> </ul>
December	Submit ranked list of potential reviewers (with contact information) to the Graduate School, taking into consideration program specialties <ul style="list-style-type: none"> <li>• 2 external reviewers</li> <li>• 1 internal UNC reviewer</li> </ul>
Spring/Summer	The Graduate School invites reviewers; site visit date selected; team chair identified
<b>YEAR OF REVIEW</b>	
Fall/Spring	Complete self-study
One month prior to site visit	Deliver self-study to the Graduate School
2-3 weeks prior to visit	Draft schedule for site visit and submit for review by the Graduate School
Immediately prior to visit	Arrange for transportation of reviewers from and to airport
Night before site visit	Attend opening dinner
Site visit	
<b>POST SITE VISIT</b>	
One month after site visit	Receive review team report, to be distributed by the Graduate School immediately upon receipt
6-9 months after site visit	Review report, prepare and submit program response to the Graduate School
After submitting response	Attend closure meeting, to be arranged by the Graduate School
After closure meeting	Review draft of closure memo and archive review materials
Approximately 3-4 years after closure meeting	The Graduate School will initiate a mid-point check to assess progress made on action items/plans identified during the closure meeting.