

**Program Review Timeline**

**6 Months Prior**

| The Program   | Graduate Division  | Graduate Council |
|---|--|------------------|
| <ul style="list-style-type: none"> <li>• Begins drafting the self-study</li> <li>• Nominates 10-12 external reviewers, and forwards names and contact information to the Graduate Division               <ul style="list-style-type: none"> <li>○ Reviewers should be people who run or help run comparable grad program at their own campus.</li> <li>○ At least two nominees should be from another UC.</li> </ul> </li> <li>• Provides 3-4 week-long windows for possible review dates.</li> </ul> <p><i>NOTE: Travel expenses and honoraria are provided by the program; The honorarium for the lead reviewer is \$1250, and \$850 for the other two reviewers.</i></p> | <ul style="list-style-type: none"> <li>• Identifies Grad Council Representative</li> <li>• Invites the Deans of the Graduate Division and the relevant School(s)</li> <li>• Sends invitations to the reviewers, selecting three final candidates (at least one UC)</li> <li>• Identifies and confirms date of review with the program, the reviewers, campus leadership (Deans), and the Grad Council representative.</li> </ul> |                  |

**2-3 Months Prior**

| The Program   | Graduate Division   | Graduate Council |
|---|---|------------------|
| <ul style="list-style-type: none"> <li>• Works with external reviewers to finalize travel, as needed</li> <li>• Student Survey: working with the Graduate School, provides edits to survey questions and supplies a list of recipients (first name, last name, email)</li> <li>• Assists Graduate Division in contacting students to ensure good response rates on survey, as needed</li> <li>• Invites other review participants to the External Review: faculty, students, alumni, staff</li> </ul> | <ul style="list-style-type: none"> <li>• Finalizes and launches Student Survey               <ul style="list-style-type: none"> <li>○ Survey is sent to both current students and alumni</li> </ul> </li> </ul> |                  |

**5-6 Weeks Prior**

| The Program   | Graduate Division   | Graduate Council |
|---|---|------------------|
| <ul style="list-style-type: none"> <li>• Submits self-study to the Graduate Division</li> <li>• Creates a tentative agenda and forwards to the Graduate Division</li> </ul> | <ul style="list-style-type: none"> <li>• Creates report of student survey results</li> <li>• Graduate Dean and/or Associate Dean meets with the external reviewers via Zoom</li> <li>• Designates one reviewer to be the review lead</li> </ul> |                  |

- Forwards self-study, the final agenda, the student survey results, and the instructions for the review to the reviewers and the Graduate Council liaison at least 4 weeks prior to the review
- Forwards student survey results to Program

**2 Weeks Prior**

| The Program   | Graduate Division  | Graduate Council |
|---|--|------------------|
| <ul style="list-style-type: none"> <li>• Finalizes agenda</li> <li>• Finalizes catering and makes reservations for working dinner, as needed</li> <li>• If review will be virtual, creates Zoom links for sessions and shares with review participants (excluding reviewers)</li> <li>• Forwards final agenda to review participants (excluding reviewers)</li> </ul> | <ul style="list-style-type: none"> <li>• Forwards final agenda to reviewers</li> <li>• Forwards Zoom links to reviewers</li> </ul> |                  |



**+1 Month**

| The Program   | Graduate Division   | Graduate Council |
|---|---|------------------|
| <ul style="list-style-type: none"> <li>• <i>External review is due from reviewers</i></li> <li>• Disperses honoraria to reviewers</li> <li>• Ensures travel expenses have been reimbursed, as needed</li> </ul> | <ul style="list-style-type: none"> <li>• Forwards self-study, review, and student survey results to Graduate Council</li> <li>• Sets up a de-briefing meeting with Program Director(s)</li> </ul> |                  |

**+2 Months**

| The Program | Graduate Division | Graduate Council  |
|-------------|-------------------|---|
|             |                   | <ul style="list-style-type: none"> <li>• Discusses the review at the next scheduled meeting and drafts recommendations for the program, with the input of the Grad Council liaison</li> <li>• Sends review, student survey report, and Graduate Council recommendations to the program</li> </ul> |

**+3 Months**

| The Program  | Graduate Division | Graduate Council   |
|--|-------------------|--|
| <ul style="list-style-type: none"> <li>Sends a response to Graduate Council, addressing the recommendations</li> </ul> |                   | <ul style="list-style-type: none"> <li>Closes the review following a satisfactory response from the program</li> </ul> |