**ADHE Program Review**

**A-State Internal Timeline Worksheet**

**Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of Self-Study Chair: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Submitted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Timeline** | **Important Dates** |
| One-year prior to assigned site-visit year: Establish approximate date for site visit | Approximate site visit date is: |
| 150 days prior to site visit: submit consultant recommendations to Provost | Submit consultant recommendation form to Provost Office by: |
| 120 days prior to site visit: secure consultants | Secure consultants by: |
| 60 days prior to site visit: send self-study draft to Office of Academic Affairs, Dean, and Department Chair | Draft of self-study report to Office of Academic Affairs by: |
| 30 days prior to site visit: send self-study to consultants | Send final draft to consultants by: |
| 14 days prior to site visit: establish site visit itinerary | Send itinerary to site consultant by: |
| 30 days after site visit: receive consultants’ report | Consultants’ report received on: |
| Within 30 days of receiving consultants’ report: develop implementation plan with Academic Affairs, Dean, Chair, and faculty, and write institutional response (Required by ADHE) | Response to consultants’ report due on: |
| Regardless of site visit date, all above steps completed | All steps completed by April 15 of the assigned academic year: 20\_\_\_\_\_ |
| Deliver self-study report, reviewers report, and implementation plan/institutional response to ADHE within six weeks of process completion | June 1 of the assigned academic year: 20\_\_\_\_\_ |
| One year after implementation: follow-up report on progress | Spring 20XX: Progress report due May 15, 20\_\_\_\_\_\_ |
| If needed, three years after implementation: follow-up report on progress | Spring 20XX: Progress report due May 15, 20\_\_\_\_\_\_ |
| If needed, five years after implementation: follow-up report on progress | Spring 20XX: Progress report due May 15, 20\_\_\_\_\_\_\_ |