

2023-2024 Program Review Timeline

The following timeline for 2023-24 moves the Level 3 deadline for program review submission to Fall and re-establishes a constituency-based program review validation step (to ensure quality of program reviews). This timeline also paves the way for future consolidation of other currently independent resource funding processes, such as the Strong Workforce Program (SWP) annual funding application. In conjunction with this timeline, the Faculty Hiring Process will be moved to Spring 2024 in support of faculty workload concerns and to improve the faculty recruitment process.

Program Review Timeline for 2023-24:

- **Fall Weeks 1-2, including flex days:** Data made available, PR app opened, and training for participants begins (2 weeks)
- **Fall Weeks 3-6:** Submission of Level 3 program reviews (4 weeks)
- **Fall Week 7:** IR checks all PRs are submitted with proper documentation (1 week)
- **Fall Weeks 8-11:** Training of program review validation teams (4 weeks)
 - Validation teams:
 - One Dean/Manager
 - One faculty member
 - One classified staff
 - Validation for comprehensives only in 2023-24; expand in future
 - Rubric to be developed
- **Fall Weeks 12-15:** Conduct validation (4 weeks)
- **Fall Weeks 16 and Winter Weeks 1-2:** Submission of Level 2 program reviews and ranking of school/department resource requests (3 weeks)
- **Winter Week 3:** IR checks all PRs are submitted with proper documentation (1 week)
- **Winter Week 4 and Spring Weeks 1-2:** Level 1 validates quality of Level 2 comprehensives (3 weeks)
- **Spring Weeks 3-6:** Submission of Level 1 program reviews and Level 1 rankings of division resource requests (4 weeks)
- **Spring Weeks 7-8:** ELT validates quality of Level 1 comprehensives (2 weeks)
- **Spring Weeks 9-16:** Prioritization



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Based on the timeline approved by the Institutional Program Review Committee (IPRC) above, the following TENTATIVE deadlines have been established. Confirmation of the exact dates and/or any updates will be announced at the beginning of Fall 2023.

IMPORTANT INFORMATION – PLEASE READ! Deadlines will be enforced.

Level 3 **Friday, September 29, 2023**
Academic Programs and Identified Administrative Units

Level 2 **Friday, January 12, 2024**
Deans and Identified Administrative Units

Level 1 **Friday, March 8, 2024**
Vice Presidents/Superintendent/President

For resource allocation requests at any level to be considered:

- Review must be submitted on time and by the deadline.
- Requested modifications to review must be made.
- Requests for new full-time faculty hires must be included in Academic and Level 2 reviews to be considered for Faculty Hiring Prioritization.

If these criteria are not met, the resource request will **NOT** be considered approved **nor** be included in the Prioritization Process. *Items requested in a late program review can only be addressed through the normal budget development process.*

Programs completing a “comprehensive” program review can find the necessary program review materials at the [Institutional Program Review Committee’s website](#).

Questions? Please contact your program review committee chair below with questions:

Academic Program Review: [Rebekah Stassinopoulos](#), APR Chair
Student Services Program Review: [Rachel Fischer](#), SAPR Chair
Academic Administrative Program Review: [Mia McClellan](#), AAAPR Chair
Business & Financial Affairs, Human Resources, Institutional
Technology,
& Superintendent/President Program Review: [Marc Colcleaser](#), BFAHRITSP Chair