Program Review Process Flow: Administrative Units (FY24 Reporting)

A review schedule and supporting information for this process can be found on the [UAC Administrative Unit Review Page](#)
Current Forms (or   ) can be downloaded to Excel from [this](#) Google Drive folder.
Wilkes' Current Strategic Plan can be found [here](#).

| 1 – **By Early June:**
Start of review process begins with the following, provided by the University Assessment Committee (UAC):

awareness of process & forms, and answer questions. | | | 3 – **Early Fall (mid-September):**
(a) UAC Check-in with Unit heads with a reminder;
(b) Ensure awareness of process & forms, and answer questions. | | 4 – **Early October:**
(a) Unit heads provide completed reviews to Vice Presidents **by October 4th**
(whether Annual Updates OR Full Reviews) |

| 7- **November UAC Meeting:**
(a) The UAC holds norming sessions for the **Full Reviews** and **Annual Updates** to facilitate common interpretation of review criteria.
(b) Reviews are assigned to appropriate UAC members. | 6 – **Late October:**
(a) Completed reviews sent to Institutional Research **by October 25th**. The Institutional Research Office will share reviews received with the University Assessment Committee (UAC). | 5 – **Early to Late October:**
(a) Opportunity for Vice Presidents *(or Direct Supervisor, as appropriate)* to meet with Unit |