

## Graduate Program Reviews Timeline

Time Period	Activity	Responsible Party
One semester before THECB Due Date	Graduate School will send a memo notifying college dean of impending review.  Meeting scheduled with relevant parties	Assistant Director, Academic Affairs
One semester before THECB Due Date	Submit reviewer names and required documentation (as indicated in Section III.B) to the Dean of the Graduate School	Associate Dean of program undergoing Program Review
One semester before THECB Due Date	<ul style="list-style-type: none"> <li>• Complete Contract/W-9 Forms</li> <li>• Schedule reviewers for the program review</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Staff</li> <li>• Associate Dean</li> </ul>
90 days before THECB Due Date	<ul style="list-style-type: none"> <li>• Complete travel arrangements</li> <li>• Plan program review itinerary</li> </ul>	<ul style="list-style-type: none"> <li>• Applicable Staff</li> <li>• Associate Dean/ Department</li> </ul>
One semester before THECB Due Date	<ul style="list-style-type: none"> <li>• Complete and submit Self-Study Materials</li> <li>• Complete program review itinerary</li> <li>• Associate Dean submits program review itinerary to Dean of Graduate School for review and approval</li> </ul>	<ul style="list-style-type: none"> <li>• Faculty/Department</li> <li>• Associate Dean/ Department</li> <li>• Associate Dean submits; Dean of Graduate School (Review/ Approval of Itinerary)</li> </ul>
90 days before THECB Due Date	Reviewers have their on-campus visit (1 day in duration)	<ul style="list-style-type: none"> <li>• Reviewers</li> <li>• Faculty</li> <li>• Associate Dean</li> <li>• Staff</li> <li>• Students</li> <li>• Dean, UH Graduate School (1-Hour Minimum)</li> </ul>
60 days before THECB Due Date	Reviewers' report is due to the program	Reviewers
30 days before THECB Due Date	Program response is due to the UH Graduate School	<ul style="list-style-type: none"> <li>• Faculty</li> <li>• Department</li> <li>• Associate Dean</li> </ul>
Between 30 days and THECB Due Date	The UH Graduate School reviews the documentation and submits the information to the THECB	UH Graduate School Dean