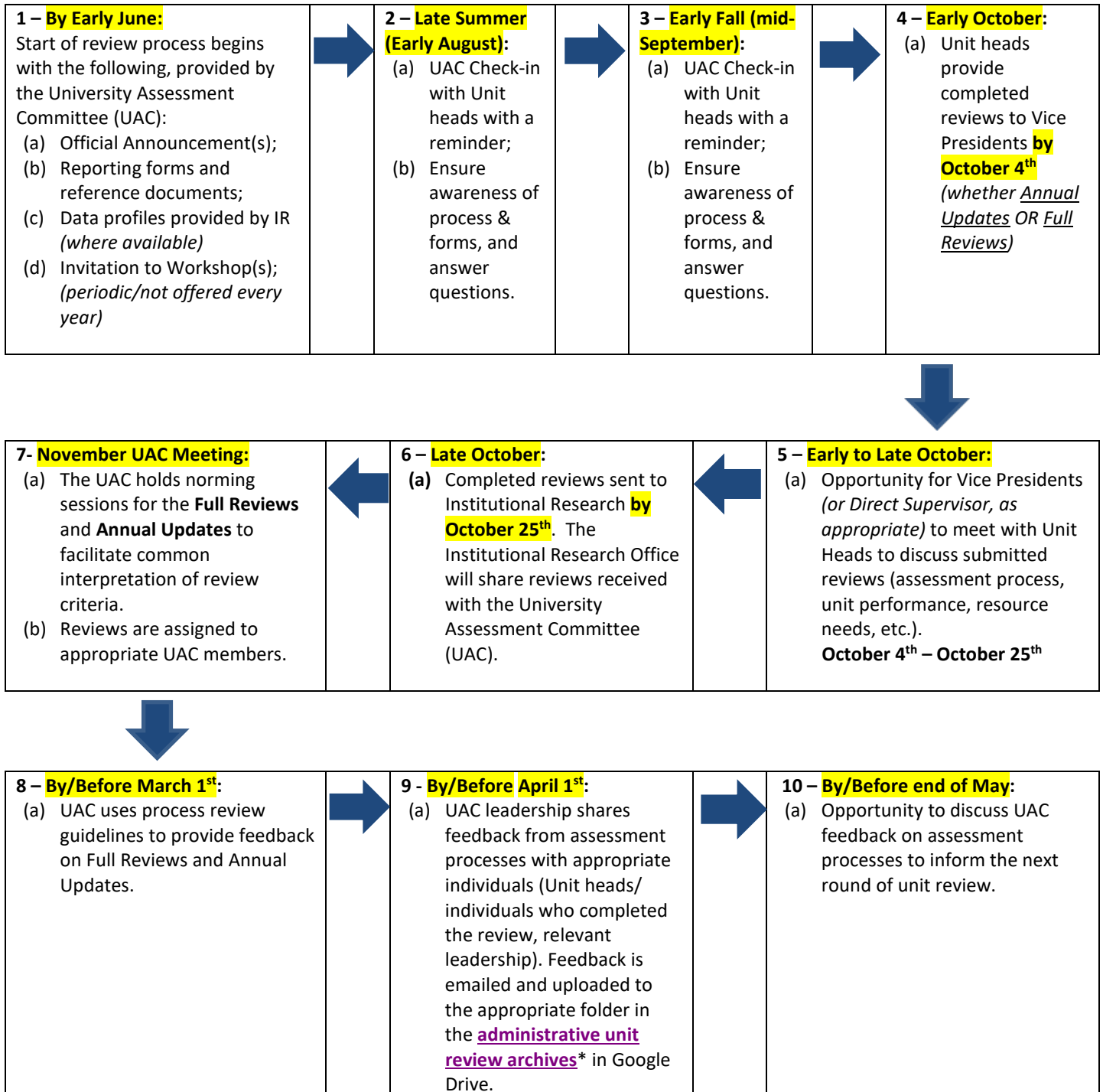# Program Review Process Flow: Administrative Units (FY24 Reporting)

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

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1 – By Early June:
Start of review process begins with the following, provided by the University Assessment Committee (UAC):
  (a) Official Announcement(s);
  (b) Reporting forms and reference documents;
  (c) Data profiles provided by IR *(where available)*
  (d) Invitation to Workshop(s); *(periodic/not offered every year)*

➡️

2 – Late Summer (Early August):
  (a) UAC Check-in with Unit heads with a reminder;
  (b) Ensure 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 Heads to discuss submitted reviews (assessment process, unit performance, resource needs, etc.).
  October 4th – October 25th

⬇️

8 – By/Before March 1st:
  (a) UAC uses process review guidelines to provide feedback on Full Reviews and Annual Updates.

➡️

9 - By/Before April 1st:
  (a) UAC leadership shares feedback from assessment processes with appropriate individuals (Unit heads/ individuals who completed the review, relevant leadership). Feedback is emailed and uploaded to the appropriate folder in the **[administrative unit review archives](#)*** in Google Drive.

➡️

10 – By/Before end of May:
  (a) Opportunity to discuss UAC feedback on assessment processes to inform the next round of unit review.

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*Only accessible to appropriate individuals (e.g. unit head, relevant VP, Provost, current UAC members) through their '@wilkes.edu' email address.