Decennial Program Review Process

Quick Reference Guide

### **Forms and Guidance Documents 2025-2026 Cohort:**

* [Roles and Responsibilities Guidance](https://provost.uoregon.edu/roles-and-responsibilities-guidance-2025-2026) 2025-2026
* [Self-Study Outline](https://provost.uoregon.edu/self-study-outline-2025-2026) 2025-2026
* [ERC\_IRC Visit Process Guide](https://provost.uoregon.edu/erc-irc-visit-process-guide-units-2025-2026) *for units* 2025-2026
* [ERC\_IRC Scheduling Template](https://provost.uoregon.edu/erc-irc-visit-schedule-template-2025-2026) 2025-2026
* [External Review Committee (ERC) Visit and Report Guidance](https://provost.uoregon.edu/external-review-committee-erc-visit-and-report-guidance-2025-2026)*for reviewers*2025-2026
* [Internal Review Committee (IRC) Visit and Report Guidance](https://provost.uoregon.edu/internal-review-committee-irc-visit-and-report-guidance-2025-2026)*for reviewers*2025-2026
* [Goal Setting and Implementation Plan Guidance](https://provost.uoregon.edu/goal-setting-and-implementation-plan-guidelines-2025-2026) 2025-2026

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| **DATE:** | **ACTIVITY FOR CAS UNITS ONLY:** | **ACTIVITY FOR NON-CAS UNITS:** |
| Jan. | * CAS Office of the Dean sends notification email to units officially launching Decennial Program Review (DPR) | * OtP sends notification email to units officially launching Decennial Program Review (DPR) * Unit clarifies decennial program review contacts. |
| Feb. | * Unit attends DPR workshops hosted by OtP | * Unit attends DPR workshops hosted by OtP |
| Feb. 28 | * IR uploads standard data sets to unit SharePoint folders for units to use for their self-study | * IR uploads standard data sets to unit SharePoint folders for units to use for their self-study |
| By Mar. 19 | * CAS Office of the Dean facilitates a meeting with unit and subject matter librarian to identify data needs from the library to complete the self-study | * Unit meets with their subject matter librarians to identify data needs from the library to complete the self-study |
| By May 15 | * CAS Office of the Dean works with unit to identify and invite potential ERC/IRC members (see visit guide) | * Unit identifies and invites ERC/IRC members (see visit guide) |
| By Jun. 1 | * Library uploads data requested by unit to SharePoint and emails Office of the Dean informing them it is available | * Library uploads data requested by unit to SharePoint and emails unit informing them it is available |
| By Sept. 1 | * CAS Office of the Dean, unit, and OtP confirm site-visit dates (see visit guide) | * Unit works with OtP to confirm site-visit dates (see visit guide) |
| 61 days prior to ERC/IRC visit | * CAS Office of the Dean ensures the visit schedule template is complete and uploaded to unit SharePoint folder (see visit guide) | * Unit completes visit schedule template and uploads it to the unit SharePoint folder (see visit guide) |
| By Dec. 1 | * CAS Office of the Dean ensures self-study report is uploaded to unit SharePoint for OtP review. NOTE: Units should consult with the CAS Office of the Dean on internal submission deadline | * Unit uploads self-study report to unit SharePoint for OtP review * NOTE: Self-study reports must be reviewed by deans or associate deans prior to submission to OtP. Check with your dean's office on internal submission dates. |
| Dec. – Feb. | * OtP reviews and finalizes report at least 30 days prior to ERC/IRC visit | * OtP reviews and finalizes report at least 31 days prior to ERC/IRC visit |
| 30 days prior to ERC/IRC visit | * CAS Office of the Dean ensures ERC/IRC members have access to materials required for the visit (see visit guide) | * Unit provides ERC/IRC members with materials required for the visit (see visit guide) |
| Prior to ERC/IRC visit | * CAS Office of the Dean ensures unit hosts a pre-visit check-in with ERC/IRC members (see visit guide) | * Unit hosts a pre-visit check-in with ERC/IRC members (see visit guide) |
| Jan. – May | * CAS Office of the Dean and unit host ERC/IRC site visits (see visit guide) | * Unit hosts ERC/IRC site visit (see visit guide) |
| Four weeks after ERC/IRC site visit | * ERC/IRC chair submits draft word doc ERC/IRC report to unit contact and cc’s [casprogramreview@uoregon.edu](mailto:casprogramreview@uoregon.edu) and [uoprogramreview@uoregon.edu](mailto:uoprogramreview@uoregon.edu) | * ERC/IRC chair submits draft word doc ERC/IRC report to unit contact and cc’s [uoprogramreview@uoregon.edu](mailto:uoprogramreview@uoregon.edu) |
| Two weeks after ERC/IRC report | * Unit completes corrections of fact using track changes * CAS Office of the Dean ensures that unit uploads ERC/IRC report corrections of fact word doc to unit SharePoint for OtP Review * CAS Office of the Dean emails [uoprogramreview@uoregon.edu](mailto:uoprogramreview@uoregon.edu) to notify OtP the report is uploaded | * Unit completes corrections of fact using track changes * Unit uploads ERC/IRC report corrections of fact word doc to unit SharePoint for OtP Review * Unit emails [uoprogramreview@uoregon.edu](mailto:uoprogramreview@uoregon.edu) to notify OtP the report is uploaded |
| Two weeks after corrections | * OtP reviews and finalizes the ERC/IRC report by accepting or rejecting track changes * OtP creates a final PDF version of the report in SharePoint and notifies CAS Office of the Dean that the report is final | * OtP reviews and finalizes the ERC/IRC report by accepting or rejecting track changes * OtP creates a final PDF version of the report in SharePoint and notifies Unit that the report is final |
| Upon completion of final ERC/IRC report | * OtP sets meetings with the divisional dean to discuss the goal setting and implementation plan. * Divisional dean attends the meeting | * OtP sets meetings with the associate dean to discuss the goal setting and implementation plan. * Associate dean attends the meeting |
| Jun.- Dec. | * Divisional dean completes the goal setting and implementation plan * CAS Office of the Dean reviews and approves the plan | * Associate dean completes the goal setting and implementation plan * Dean approves the plan |
| Dec. 15 | * Divisional dean uploads the Goal Setting and Implementation Plan to department/program SharePoint as a word doc for OtP to review | * Associate dean uploads the Goal Setting and Implementation Plan to department/program SharePoint as a word doc for OtP to review |
| Dec. 15 – Jan. 31 | * OtP reviews and finalizes plan in collaboration with division or associate deans | * OtP reviews and finalizes plan in collaboration with division or associate deans |
| Jan. - Feb. | * OtP hosts a celebration lunch and continuous improvement input session | * OtP hosts a celebration lunch and continuous improvement input session |
| Following decennial program review | * CAS Office of the dean ensures Student achievement goals (SAGs) and program learning outcomes (PLOs) from DPR are integrated into annual assessment and other goals are integrated into school or college strategic plan or other internal accountability process | * Unit pre-populates annual assessment templates/integrates SAGs and PLOs * Dean ensures integration of goals |