

Process for Interim Reports

(Last Revised 7/17/2023)

When a full review results in a recommendation that an interim report be submitted, the interim report will be added to the Graduate School's program review calendar for whichever year is recommended in the final letter.

Initiation of the Review

In late summer or early autumn quarter of the year the interim report is scheduled to be due, the Graduate School Office of Academic Affairs will notify the academic unit leadership and respective dean/vice chancellor of the impending due date.

Submission of the Interim Report

The unit will develop an interim report in accordance with the specified recommendations in the final letter from the previously completed full review. Interim reports are typically due to the Graduate School in winter quarter and are submitted via email.

Graduate School Council Consideration of the Report

The Graduate School Council will be briefed on the interim report and discuss as needed in one of its scheduled meetings in spring quarter. The Council will make a recommendation to the dean of the Graduate School as to whether any further information or action is needed from the unit.

Summary and Final Recommendations

The Office of Academic Affairs will distribute a memo from the dean of the Graduate School to the respective dean or vice chancellor and the unit leadership containing final recommendations and whether any further information or action is needed from the unit. If no further action is needed, the next full review of the unit will be held in whichever year it has already been scheduled.

Program Review Archive

At the conclusion of the process, the Office of Academic Affairs will upload the following core documents to its online program review archive:

- Interim report from the unit
- Final Recommendations