Ohio University
Academic Support Unit Program Review (ASUPR) Milestones
FY10 Cohort

**Step 1—Organizational Profile**
Begin in July with completion by October 31 (Approx 8 hours)**

**Step 2—Internal Assessment**
With assistance from HR and unit liaison, complete by November 1st (Approx. 8 hours)**

**Step 3—Goal Setting and/or Revision**
Department/unit will finish by or before December 15th**

**Step 4—External Review**
One or two off-campus experts will be invited to visit the department in order to review the Self Study created in Steps 1-3 and interview various individuals. The planning unit suggests possible external reviewers; however the selection of the reviewers is the responsibility of the ASUPRC and the planning unit head. An External Review should take place by April 1st with a brief report provided by the evaluators within thirty days following review.

**Step 5—Improvement Plan**
Write a summary (final report) of the finding of steps 1-4 and, following review by and approval of the planning unit head, submit to ASUPRC, EVP/P, SVPF&A, and Budget Planning Council. The report must include specific action items for improvement and be submitted by June 1st.

**Step 6—Implementation***
Implement plans to address action items, and assess progress/outcomes with approval from ASUPRC, EVP/P, SVPF&A, and Budget Planning Council.

**Step 7—Submit Annual Updates**
Annual updates on progress are to be submitted to the ASUPRC, EVP/P, SVPF&A, and Budget Planning Council by June of each year.

**Step 8—Stakeholder Review***
Within two years of the completion of the External Review, an internal/Stakeholder Review is conducted to determine departmental alignment with Vision OHIO mission, and to assess effectiveness and quality of the program. Submit a summary of the findings, following review by and approval of the planning unit head, to ASUPRC, EVP/P, SVPF&A, and Budget Planning Council. The report will contain existing improvement plans and must include specific action items for improvement.

*Visit: [www.ohio.edu/asupr](http://www.ohio.edu/asupr) to learn more about the ASUPR process, liaison contact information, sample submissions, and document templates.*