Academic Program Review Time Line – Units and Programs

(Updated April 19, 2017)

Year One: Self-Study

November  Director of Academic Program Review (DAPR) notifies heads of units/programs in next review cycle

1/1    Unit/program selects chair of APR committee to prepare self-study and forwards name to DAPR

1/15  Unit/program proposes additional questions for surveys of faculty, students, and alumni

Winter/Spring    Unit/program selects other members of APR committee

Chair of unit/program APR committee serves on Academic Program Review Committee

April    Unit/program chair and APR committee chair attend APR orientation

DAPR provides unit/programs with survey results

6/1    Unit/program head forwards proposed list of external reviewers to Dean’s office*

10/1 Unit/program provides draft self-study to DAPR for comment (optional but encouraged)

11/30 Unit/program faculty must approve self-study and any Center Reports, where applicable

11/30 Unit/program head writes Chair’s Letter to provide concise overview of self-study

12/1 Unit/program head submits self-study, Chair’s letter, and any Center Report(s) to Dean’s Office and DAPR

Year Two: Review and Action Planning

Winter/Spring    Unit/program hosts External Review Team; head attends exit meeting with ERT*

DAPR forwards External Reviewers’ Report to unit/program head*

DAPR forwards CAP Report to unit/program head

DAPR forwards Action Plan Guidelines to unit/program head

6/1-9/1 Unit/program head drafts Action Plan in consultation with Dean’s Office

9/1 Action Plan signed by unit/program head, Dean, and Provost

Fall Unit/program begins implementation of Action Plan

* Perimeter College programs do not undergo an external review