

Timeline for Academic Program Review (updated October 2020)

Note: all dates are approximate

Year One

November	Director of APR (DAPR) notifies heads of units to be reviewed DAPR notifies Office of Institutional Research (OIR) of units to be reviewed
December	Unit selects Chair of APR Committee to prepare Self-Study, forwards name to DAPR
January	Unit provides OIR with survey questions, list of programs and faculty
February	APR orientation for units by college OIR launches surveys of unit's faculty, students, and alumni Unit selects other members of APR committee
Spring/Summer	Unit generates and analyzes departmental data, reviews and analyzes institutional data Unit drafts Self-Study and any Center Reports, where applicable
June 1	Unit head forwards proposed list of reviewers to Dean's Office
July 1	Dean forwards prioritized list of reviewers to DAPR
Summer/Fall	OIE arranges External Review Team site visit CAP provides names of internal reviewers
September 15	Unit submits draft Self-Study for review
November	Unit faculty approve Self-Study
December	Unit head prepares Chair's Letter

Year Two

January	Dean submits Dean's Letter framing questions for Review Team
Jan-April	Review Team conducts site visit, submits report within 2 weeks of visit Unit head prepares response to review report (optional)
February-May	Internal reviewers present review report to CAP Unit head drafts Action Plan in consultation with Dean's Office
Spring/Summer	Unit submits draft Action Plan to DAPR for review
Summer	Unit head, Dean, and Provost review and approve final Action Plan
Fall	Unit begins implementation of Action Plan

Subsequent Years

Dean issues Action Plan Implementation Report after 1, 3, and 5 years