# 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