**Timeline for Academic Program Review (updated November 2021)**

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 Report

**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 Report and any Center Reports, where applicable

**June 1**  
Unit head forwards proposed lists of external and internal reviewers to Dean’s Office

**July 1**  
Dean forwards prioritized lists of reviewers to DAPR

**Summer/Fall**  
OIE arranges Review Team site visit  
CAP provides names of internal reviewers

**September 15**  
Unit submits draft Self-Study Report for review to OIE and college

**November**  
Unit faculty approve Self-Study Report

**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 reports to CAP  
Unit head drafts Action Plan in consultation with Dean’s Office

**Spring/Summer**  
Unit submits draft Action Plan to OIE 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