

## Timeline for Academic Program Review

### Year One

11/15	Director of APR (DAPR) notifies deans and unit heads of units to be reviewed DAPR notifies Office of Institutional Research (OIR) of units to be reviewed
1/1	Unit selects Chair and APR Committee to prepare Self-Study, forwards names to DAPR Chair of unit APR Committee joins University Senate Academic Program Review Committee (APRC)
1/7	Unit provides OIR with survey questions and faculty email list
2/1	OIR launches surveys of unit's faculty, students, and alumni
April	Unit Orientation by DAPR and Office of Institutional Effectiveness (OIE)
Spring/Summer	Unit generates and analyzes its departmental data, reviews and analyzes institutional data
6/1	Unit head forwards proposed list of external reviewers to Dean's Office
7/1	Dean forwards list of selected external reviewers to DAPR
7/1-10/1	OIE arranges External Review Team site visit
Summer/Fall	Unit drafts Self-Study and any Center Reports, where applicable
10/1	Unit submits draft Self-Study to DAPR for quality check
11/30	Unit's full faculty approves Self-Study Unit head writes Chair's Letter to provide concise overview of Self-Study
12/1	Unit head submits Self-Study Report, any Center Reports, and Chair's Letter to DAPR DAPR forwards Self-Study, any Center Reports, and Chair's Letter to Dean

### Year Two

1/15	Dean submits Dean's Letter framing questions for External Review Team to DAPR
1/15-1/31	DAPR distributes APR materials to External Review Team
2/1-4/15	External Review Team conducts site visit, submits report within 10 days of visit DAPR forwards External Reviewers' Report to Unit and Dean
Winter/Spring	APRC subcommittees draft internal reviews APRC revises and approves internal reviews and forwards to units for accuracy check University Senate Committee on Academic Programs (CAP) reviews and approves internal reviews APRC Chair forwards approved internal reviews to DAPR DAPR forwards approved APCR reviews to Unit Chair, Dean, and Provost CAP Chair provides CAP report to University Senate Committee Chairs as information item
6/1	DAPR forwards Action Plan Guidelines to unit head and Dean Unit head drafts Action Plan in consultation with Dean
9/1	Unit submits draft Action Plan to DAPR for review Unit head, Dean, and Provost review and approve final Action Plan Dean begins supervising implementation of Action Plan

### Subsequent Years

7/1	Dean issues annual Action Plan Implementation Report
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