

## 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