

***Proposed addition in BOLD**

ACADEMIC PROGRAM REVIEW PROCESS

Programs with Accreditation Review (cycles with external review)

[Self-Study report is due June 1 in year t, which is the year that follows completion of external review.]

[APR reviews to be completed in the fall semester, year t]

[System report is prepared for submission in August, year (t+1)]

Date	Task	Comments
January 1, year (t-1)	Unit/Department/Program (U/D/P) is notified that its program will be reviewed by APR in the upcoming year, with self-study report due on June 1, year t.	U/D/P is provided with all materials for the self-study report. U/D/P must respond by March 1 confirming the timing of the accreditation review, accepting the June 1, year t due date, and any special issues related to the review.
March 1, year (t-1)	U/D/P representative(s) meet with APR committee.	Representatives will be invited to the APR committee for informational meetings in the spring of the year (t-1) and year t.
March 1, year t	<ol style="list-style-type: none"> U/D/P representative(s) meet with the APR committee. Institutional Research prepares the Unit Data Sheet 	<p>The APR committee will meet with representatives of programs to confer on the process, the Unit Data Sheet, and the self-study report. In most cases the accreditation self-study is used as the APR Self-Study Report so long as the U/D/P supplies:</p> <ul style="list-style-type: none"> a guide that relates the accreditation self-study to the Format for APR Self-Study Report. the appendices required by the Format for APR Self-Study Report.
June 1, year t D-Day	(U/D/P) puts a final package together including the APR Self-Study, accreditation agency's review report, and the (U/D/P)'s response to the accreditation agency's review report.	In some cases the accreditation agency's report may not be completed on time to meet this deadline. It is important that the entire package, including the summary and recommendation by the dean be complete by the beginning of the fall semester when the APR committee reviews the program.
July 1	APR administrative consultants or their designated representative will be granted electronic access to APR documents. Deans review the final package and prepare a summary including recommendations.	
September	APR sub-committees review APR Self-Study Reports, meet with (U/D/P) representative, and draft APR Report to the Faculty Senate.	APR would complete the report for programs with an accreditation review in the fall semester.
December 1	APR Report to the Faculty Senate completed.	
January 1 year (t+1)	APR Report to the Faculty Senate approved. Copies submitted to Faculty Senate and (U/D/P).	
April – May	Faculty Senate receives reports and forwards to Provost/Vice Chancellor.	
June 1	Provost/Vice Chancellor reports recommendation and/or decisions with copies to deans and (U/D/P). System report is prepared for submission in August.	

