

**\*Proposed addition in BOLD**

**ACADEMIC PROGRAM REVIEW PROCESS**

Programs with Consultant Review (7 year cycle)

[Self-Study report is due June 1 in year t]

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

[APR reviews to be completed in the spring semester, year (t+1)]

[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 in year (t-1) identifying the self-study committee 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).
October 1, year (t-1)	U/D/P representative(s) meet with the APR committee. External consultant(s) are identified and submitted to the dean for approval.	Early in the fall semester the APR committee will meet with representatives of programs with APR Self-Study Reports due in year t, to confer on the process, the role of the external consultant and other pertinent matters.
December 1, year (t-1)	The dean approves the external consultant(s)	
Feb, year (t)	Institutional Research prepares the Unit Data Sheet and transmits to the U/D/P	
June 1, year t D-Day	U/D/P submits completed APR Self-Study to the Dean	
July 1	Dean reviews APR Self-Study for completeness.	One month is allowed for reports identified as incomplete or insufficient to be completed.
September	External consultant visits campus.	The consultant campus visit is made after the start of the fall semester.
November 1	(U/D/P) puts a final package together including the APR Self-Study, consultant's report, and the (U/D/P)'s response to the consultant's report and submits to the dean. <b>APR administrative consultants or their designated representative will be granted electronic access to APR documents.</b>	
December 1	Deans review the final package and prepare a summary including recommendations.	
December	APR meets to receive completed APR Self-Study Report from the deans and form sub-committees.	
March 1, year (t+1)	APR sub-committees review completed APR Self-Study Reports, meet with (U/D/P) representative, and draft APR Report to the Faculty Senate.	
March 15	APR Report to the Faculty Senate completed.	
April 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.	