

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, 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. |
| October 1 | External consultant completes consultant's report and makes recommendations. | |
| 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. | |
| 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. | |