Academic Program Review Process and Timeline
Programs with Consultant Review (7 year cycle)
[Self-Study report is due June 1 in year t. If on the 2023-2024 cycle, year t = 2023.]
[Consultant reviews to be completed in the fall semester, year t]
[APR reviews to be completed in the spring semester, year (t+1)]
[Review reported to System in June, year (t+1)]

Step	Responsible Party	Actions Required	Dates/Deadlines
1	Provost's Office	Unit/Department/Program (U/D/P) is notified that its program self-study will be reviewed in 3 years. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P.	June 1, t-3
2	Provost's Office & U/D/P	Recommended that U/D/P representative attends APR Self Study Information Session sponsored by the Provost's Office.	January, year t-1 or t
3	Provost's Office	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 relevant materials for the self-study report.	January, year t-1
4	U/D/P	Identification of external consultant(s) and submission to dean for approval.	March 1, year t
5	Dean	Approval of the external consultant(s).	May 1, year t
6	Institutional Research	Institutional Research prepares the Unit Data Sheet and posts on Academic Program Review D2L site.	January 1, year t
7	U/D/P	U/D/P submits completed APR Self-Study to the Dean.	June 1, year t
8	Dean	Review of APR Self-Study for completeness. One month is allowed for reports identified as incomplete or insufficient to be completed.	July
9	U/D/P	External consultant visits campus. The consultant campus visit is made after the start of the fall semester. External consultant completes consultant's report and makes recommendations.	September
10	U/D/P	U/D/P puts final package together including the APR Self-Study, consultant's report, and the U/D/P's response to the consultant's report and posts on the APR Canvas site. U/D/P chair or their designated representative, APR administrative consultants, and APR members will be granted electronic access to APR Canvas site.	November
11	Dean	Dean reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site.	December
	UWL Graduate Director	***Only for graduate program reviews*** Dean of Graduate and Extended Learning reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site.	January
12	UG/Grad APR Committee	UG/Grad APR Committee forms sub-committee to review completed self-study.	January
13	UG/Grad APR Committee	APR sub-committee reviews completed materials, meets with U/D/P representative, presents APR Report to full UG/Grad APR committee. Committee reviews and approves report.	March 1, year (t+1)
14	UG/Grad APR Committee Chair	APR Report submitted in pdf form to the Faculty Senate for review and acceptance. (If review indicates a 3 year progress report is required, see 3 year review process and timeline.)	April 1
15	Faculty Senate	Faculty Senate forwards accepted report to Provost/Vice Chancellor.	May

	Chair		
16	Provost's Office	Provost/Vice Chancellor reviews report and responds to the Dean and U/D/P.	May
17	Provost's Office	Completion of program review is reported to System.	June 1

Three-Year APR Progress Report Process and Timeline

If Faculty Senate requests a three-year follow-up report, the report will be due in February - 3 calendar years after the senate decision.

Step	Responsible Party	Actions Required	Dates/Deadlines
1	Provost's Office	Unit/Department/Program (U/D/P) is notified that its 3 year progress report is due in February. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P along with relevant materials to complete the progress report.	September
2	U/D/P	U/D/P completes 3-year progress report and posts it on APR Canvas site.	February 1st
3	UG/Grad APR Committee	UG/Grad APR committee reviews the 3-year progress report and reports to the U/D/P, along with the Dean, Faculty Senate, and Provost, if the program has made 1) acceptable progress, 2) minimal progress or 3) unacceptable progress. A brief justification for decision is included in the report.	March
4	Provost's Office	Provost reviews report, consults with Dean, and responds to U/D/P (response copied to Dean, Faculty Senate, APR committee)	April