

ACADEMIC PROGRAM REVIEW: PROCESS & TIMELINE

DEVELOPMENTAL WORKSHOP

Meeting of Chairs/Directors and other relevant stakeholders to orient to the APR Process

held beginning of first semester (during September or February)

completed by end of first semester

SELF-STUDY

Faculty & staff team drafts internal self-study. Program faculty and Chair/Director review self-study report. Dean reviews self-study report.

EXTERNAL REVIEW & SITE VISIT

External reviewers conduct on-site visit to review program, meeting with faculty, students, and administration and reviewing facilities. External report due 30 days after visit.

Completed within first half of second semester

Completed in middle of second semester

DEPARTMENT RESPONSE

Program Chair/Director and faculty review external report and provide a response.

DEAN RESPONSE

The Dean reviews all materials, meets with Chair/Director, and makes recommendations.

Submitted to PRC by April 1 for fall starts; November 1 for spring starts

End of Second Semester

PROGRAM REVIEW COUNCIL

A faculty committee co-chaired by the APGE and APUE with input from the Assessment Coordinator reviews the self-study, external report, and department and dean responses and creates a memo for the Provost.

PROVOST REVIEW

The Chair/Director, Dean, APGE, APUE, and Provost meet to discuss conclusions from the APR process. The Provost provides a memo with recommendations for action and a timeline for completion.

June/July for fall starts & Jan/Feb for spring starts

Initial and Three Year Follow-up

ACTION PLAN IMPLEMENTATION

The Dean, Chair/Director, Provost, APGE and APUE determine an implementation plan and schedule. The Dean and Chair/Director are responsible for implementation.