Academic Program Review Timetable

Departments to be reviewed shall be notified prior to the completion of the Winter term of the preceding academic year. A department may commence with the self-study procedure at any time after receiving notification of APR. *Refer to the full Guide, a separate document available from the same folder holding this Guide document.*

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| Year 1 |
| April | **Provost:** Provost reminds dept. heads, EPC, and Institutional Research (IR) which suite of departments should begin the self-study process. **Provost and Dept:** Provost meets with those departments to discuss the APR process and priorities for that department. |
| Summer | **Provost:** IR prepares enrollment and student performance data tables required in the self-study. Data is sent to departments for interpretative narrative.**Dean and Dept:** The Dean, Dept. head, and departmental APR coordinator meet to discuss the nature of the self-study and any significant issues that must be addressed, any variations in the template and a budget for external review.**Dept:** Departments begin gathering data. |
| Early September | **Dept:** Departments continue gathering data for self-study tables. Needs for additional data are identified and resources become available for obtaining it. |
| September - October | **Dept:** Departments draft a self-study that contains departmental information and information specific to each of the majors in the department. |
| November | **Dean and Dept: By November 15** Dean and Department review the preliminary self-study. **Dept:** Department makes any modifications to their self-study following the review **Dean and Dept**: Develop a list of potential external reviewers. |
| December | **Dept: By December 1** Departments submit the self-study and the list of possible external reviewers**.** **Provost and Dept:** Provost (or designee) may request a meeting with departments for a preliminary review of their self-study.**Dept:** Department makes any necessary modifications to their self-study following the review with the Provost, if applicable**Provost:** Provost selects reviewer(s) from provided list by **December 5.** Departments are provided resources to bring in one or more external reviewers as warranted by the mix of majors. Reviewers are contracted by the end of fall semester.  |
| January | **Reviewer:** External reviewers receive finalized self-study and other relevant information to review before their visit. |
| January February | **Reviewer:** External reviewers examine the modified self-study, visit campus, have an exit interview with the Dept. Head, Dean/Provost, and send a written evaluation to the department within three weeks after the visit.  |
| March | **Dept: By March 25** Departments draft an addendum to the self-study that comments upon the external review. A completed self-study, external review evaluation and the addendum are submitted to SHARE.  |
| April | **EPC:** EPC reviews documents then drafts a formal set of recommendations to send to the Provost and department in response to the documents they have reviewed.  |
| Year 2 |
| Summer | **Provost:** Provost outlines any major areas for improvements or modifications in resource allocation. |
| August-September | **Dean and Dept:** Dean and department develop and send to the Provost a plan to implement recommendations and achieve goals. |
| October | **Provost:** Provost formally signs-off on the plan. |