Academic Program Review
Checklist and Timeline for
Department Chairs and Program Directors

Phase 1 – Pre-review

_____ Academic Program Review Office notification of review cycle (sent 12 - 18 months prior to site visit)

_____ Orientation with Academic Program Review Office (minimum 12 months prior to site visit)

_____ Submit RAP and EE nominations to dean - (12-18 months prior to site visit)

_____ Submit RAP nominations and EE nominations from dean's office to APR office (12-18 months prior to site visit)

_____ Provide APR office with 3 suggested site visit dates (same time the RAP and EE nominations are submitted to APR office)

_____ Notification of RAP and EE members and site visit date received from APR (this step can take up to 3 months)

Phase 2 and 3 – Preparation of the self-study and site visit

_____ Self-study preparation (begin 9 months prior to site visit)

_____ Send electronic copy of self-study to dean for review and approval (8 weeks prior to site visit).

_____ Send approved self-study document to Academic Program Review Office (6 weeks prior to site visit)

_____ Complete the program's portion of the site visit itinerary

Phase 4 – Post-review

_____ EE report submitted to Provost's office (within 3 weeks of site visit)

_____ RAP report submitted to Provost's office (within 3 weeks of EE report submission)

_____ RAP and EE reports distributed to dean, program and other administrators

_____ Program prepares Dean's Strategy Report (due 3 weeks after RAP report is submitted)

_____ Coordinate post-review meeting with the APR office

_____ APR writes action plan and distributes for approval

_____ Signed copy of action plan returned to Provost's office

Phase 5 – Update

_____ Annually review the action plan to determine progress

_____ Submit update to provost upon request (typically 18 – 24 months after action plan is signed)