

Academic Program Review

Office of the Provost

Sample Review Timeline

Below is a sample Academic Program Review timeline. Please note, timing is adjusted for each Department under review as needed, in consultation with the Academic Program Review (APR) team, the Dean and the Department Chair.

QUARTER	PROCESS ELEMENT
Spring/ Summer AY1	Department is notified of upcoming Academic Program Review
	Chair attends Program Review Orientation led by APR team. APR team provides templates for review deliverables after orientation.
	Department assembles faculty working group.
Fall AY2	Department submits External Reviewer Nominations to APR team; APR shares names with Dean and Provost for review. APR team extends invitations to external reviewers.
	Department submits Calendar of Non-Availability to APR team. Review visit dates are finalized. Department relays dates to Core Faculty.
	APR team hosts "Program Review Workshop" for Chairs, to share best practices on the Key Issues and the Self-Study.
	Department submits Key Issues to APR team; Associate Provost for Faculty gathers feedback on Key Issues from Provost and Dean.
	Faculty Advisory Council meets to review Key Issues.
	A summary of Key Issues feedback from the Provost, Dean, and Council is shared back with Department Chair.
	APR team meets with Department to discuss Faculty Survey instrument; questions are added as needed. Institutional Research administers Faculty Survey. Results are shared with Provost, Dean, and Department. A summary, written by the APR team, of the survey results are shared with Core Faculty in the Department.
Winter AY2	APR team, Institutional Research, and Dean's Office collaborate to put together a Data Profile for the Department. Subsequent meetings are scheduled with the Chair to customize Data Profile as needed.
	Provost, Dean, and APR team identify potential internal reviewers. Department is consulted for feedback prior to invitations.

	APR team meets with Chair to discuss fall Review Visit Schedule. APR team reviews schedule with Provost and Dean, and once final, sends calendar invites to all participants. APR team coordinates review visit logistics and travel arrangements for the reviewers.
	With the Faculty Survey results and Data Profile in hand, Department begins write its Self-Study; Department is encouraged to share Self-Study with the Dean and APR team before spring deadline, for initial feedback.
Spring AY2	Department submits Self-Study. APR team provides any final feedback.
Summer AY2	APR team shares final review materials and holds a prep call with the Review Team ~ 1 month before the review visit.
Fall AY3	APR team and Department host External Review Visit.
	External Reviewers submit report to APR team 2-3 weeks after review visit; Department fact-checks report once available. Report is shared with Dean and Provost.
	Faculty Advisory Council meets to discuss External Reviewers Report; Council feedback is shared back with Department.
	Department fills in "Department Response to Report Recommendations" document; this document is shared with Action Plan meeting attendees.
Winter AY3	APR team hosts "Action Plan" meeting to debrief review findings with Provost and Office of the Provost leadership, Dean, and Department Chair. APR team summarizes meeting notes and shares with attendees for sign-off.
	APR team drafts Action Plan and shares with Dean, Chair, and other meeting attendees for sign-off. Follow-up meetings on implementation are coordinated by the APR team as needed.
Spring AY3	"Action Plan" is considered in University/School/Department strategic planning, as applicable, for upcoming academic year.
Fall AY4	APR team reaches out to Department for informal check-in on progress on recommendations.
Winter AY4	Department provides a 1-year Progress Update to the Office of the Provost, noting progress to-date on review recommendations; ongoing issues are monitored as needed. Office of the Provost and Dean also provide progress update on any Action Plan items under their purview.