

Section 8. Academic Program Review Timeline

The APR process represents a two-year self-reflection, internal and external review, and planning process. It is anticipated that two departments will complete an APR during this timeframe. The first year is reserved for preparation of the AA and MVR. Year two is reserved for the actual review by the external review team and authorization/allocation by the Leadership Team. The following matrix outlines the suggested timeline for implementation:

Year/Month	Description
Year 1 July	Notification (1) The Chair, APRC, formally invites the college dean and department chair (if applicable) to begin the APR process. (2) The Chair, APRC, sends a copy of the APR Handbook to the college dean and department chair (if applicable). (3) Early meetings are held with leadership for the purpose of orientation. (4) The unit identifies the project leads.
Year 1 August	Orientation of the Academic Unit (1) The APRC holds its first meeting to orient the unit. Specific training and resources should be provided. (2) The unit holds a meeting with all faculty and relevant staff to initiate the APR process and discuss its timeline. (3) The unit selects members who will serve on the unit's APR steering committee and assigns roles centered on the five focal areas and/or academic disciplines
Year 1 September- December	Idea Formulation (1) The steering committee identifies stakeholders (internal and external) and how they will be involved in the process. (See Appendix J for a list of suggested stakeholders.) (2) The committee selects methods for data and documentation collections. (See sample documentation for a list of sources of evidence.) (3) The committee selects methods for evaluating the unit's effectiveness. (4) Requests for data from the Office of Institutional Effectiveness and other outside stakeholders are initiated. (5) Surveys and other assessment instruments are designed. (6) Sub-committees are identified to address academic disciplines or areas for growth. (7) Sub-committees meet to formulate ideas and prepare recommendations. (8) Monthly meetings are held with APRC to assess progress and identify action items.
Year 1	Data Collection & Analysis; MVR Initiated

January-April	(1) Units start gathering and analyzing information through conversations, meetings, online discussions, etc. (2) Formal data request from the IR/IE office are received and analyzed. (3) Surveys and other assessment instruments are administered, collected, and analyzed. (4) Sub-committees continue to meeting and form recommendations (5) Evidence is organized in preparation for report writing. (6) Meetings are held with APRC to assess progress and identify action items. (7) The MVR is initiated by the responsible parties, including data collection/analysis.
Year 1 April	Drafting of AA; MVR Finalized (1) The self-study team starts drafting the AA in sections as assigned in August. (2) Numerous opportunities are provided for reflection and editing by the team. (3) The unit polls faculty and nominates members of the external peer review team. (4) A meeting is held with APRC to assess progress and identify action items. (5) The MVR data collection and analysis is finalized, and the sub-committee prepares its report.
Year 1 May	Initial Drafts of the AA & MVR; External Review Team Selection (1) The APRC approves the unit's nominations for the external review team and initiates the training process by providing resources. (2) Drafts of the AA sections are submitted to a general editor. (3) The first draft of the complete AA is forwarded to the APRC for review by mid-May. (4) The MVR is finalized by the sub-committee and brought for a vote by May 30. (5) A meeting is held with APRC to assess progress and identify action items. The June meeting should highlight the draft AA and offer suggestions for improvement.
Year 2 August	Submission of Final AA & MVR (1) Numerous opportunities for revision of the AA take place. (2) The unit finalizes and submits the AA to the full faculty by August 30. (3) The ARPC meets to begin planning for the second year, including preparation for site visit and AP. (4) Meetings are held with APRC to assess progress and identify action items.
Year 2	AA Approval; Site Visit Preparation (1) The AA receives a vote from the unit's faculty.

September- November	(2) The AA is forwarded to the APRC for review. (3) The APRC will forward the complete AA and MVR to the external review team. (4) Travel arrangements and logistics are prepared for the review team. (See Appendix E for a suggested site visit schedule.) (5) Additional data request by the external review team are fulfilled. (6) Meetings are held with APRC to assess progress and identify action items. Specifically, the committee finalizes the logistics for the site visit.
Year 2 December-February	Site Visit and EPRR (1) The site visit is conducted between December and January (2) The external review team returns the EPRR by the first week of March.
Year 2 March-May	AP Planning & Drafting (1) In March, the academic unit meets to discuss the results of the internal and external reviews and determine the appropriate course of action for the AP. (2) Drafts are submitted to the editor for review by early April. (3) Meetings are held with APRC to assess progress and identify action items. A draft AP may be reviewed to identify possible weaknesses.
Year 2 June-July	Finalization & Submission of the AP (1) In June, the academic unit finalizes the AP. (2) The final AP is submitted to the APRC and Provost by the first week of June. (3) The Provost and unit will hold a meeting in late June to discuss the AP. Recommended changes may follow, which will be returned to the unit for discussion and inclusion. (4) By early July, the Provost will approve and recommend a final AP to the Leadership Team. The APRC will coordinate the transfer of reports. (5) In July, the Leadership Team will meet to review the AP. Recommended changes may follow, which will be returned to the unit for discussion and inclusion. (6) As with the Provost review, the Leadership Team will approve all or part of the AP, thereby authorizing specific initiatives and sanctioning the allocation of fiscal resources
Year 2/3 July-September	Budget Request & Allocation (1) Pending approval of the Leadership Team, the academic unit will incorporate the AP initiative costs into the upcoming fiscal budget

Notes – The above-mentioned timeline reflects a complete cycle for one academic unit. As illustrated in the proposed APR Cycle ([Appendix B](#)), two units will be participating in the review at the same time. Therefore, it will be important to allocate the necessary time and resource to complete this process. This especially applies to the required site visit that will require significant inputs from the university community. In conclusion, the above matrix reflects a suggested timeline of events. Individual units may elect to augment or reorder the events to meet individual unit needs.