AA/PPS 02.01.50

**Academic Program Review Checklist**

**(One Year Timeframe)**

(For Accredited Master’s Programs)

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| **Action Item** | **PPS Paragraph** | **Typical Timeframe** | **Completed** |
| Deans review APR calendar | 04.01 | August | \_\_\_\_\_\_\_ |
| **Self-Study Report** |  | | |
| Deans notifies academic unit to begin self-review | 04.03 | August | \_\_\_\_\_\_\_ |
| Chair/Director appoints chair for the self-review committee and  forwards name of the chair of the committee to dean and head of academic assessment | 04.03 | August | \_\_\_\_\_\_\_ |
| Chair/Director and chair of the self-review committee attend  the APR orientation | 04.04 | October | \_\_\_\_\_\_\_ |
| Chair/Director appoints self-review committee | 04.06 | September | \_\_\_\_\_\_\_ |
| Dean reviews and approves self-review committee | 04.06 | September | \_\_\_\_\_\_\_ |
| Committee prepares self-review report | 04.07 | September-November | \_\_\_\_\_\_\_ |
| Faculty review self-review report | 04.07 | November | \_\_\_\_\_\_\_ |
| Chair/Director submits self-review report to dean | 04.07 | Late November | \_\_\_\_\_\_\_ |
| Dean provides feedback on self-review report to chair/director  who makes corrections | 04.07 | December | \_\_\_\_\_\_\_ |
| Chair/Director forwards an electronic copy of the self-review report and attachments to the head of academic assessment | 04.08 | December | \_\_\_\_\_\_\_ |
| Dean sends written notice of approval of report and major issues to the head of academic assessment | 04.08 | December | \_\_\_\_\_\_\_ |
| Head of academic assessment reviews and approves final report | 04.08 | December | \_\_\_\_\_\_\_ |
| **External Review** |  | | |
| Provost sets honorarium rates and the head of academic assessment notifies chair/director of rates | 06.02 | July | \_\_\_\_\_\_\_ |
| Dean solicits nominees for reviewers from unit | 06.03 | October-November | \_\_\_\_\_\_\_ |
| Dean submits nominated reviewer to the head of academic assessment | 06.03 | December | \_\_\_\_\_\_\_ |
| Dean invites reviewer to participate in site visit | 06.04 | December-January | \_\_\_\_\_\_\_ |
| Head of academic assessment sends introductory letter, PPS and due date to reviewer | 06.04 | January | \_\_\_\_\_\_\_ |
| Chair/Director provides reviewer with self-review report and related materials | 06.05 | January | \_\_\_\_\_\_\_ |
| Reviewer drafts reports | 06.06 | January-March | \_\_\_\_\_\_\_ |
| Reviewer submits reports to the head of academic assessment | 06.07 | Early March | \_\_\_\_\_\_\_ |
| Chair/Director & dean review draft reports within 2 weeks | 06.07 | March | \_\_\_\_\_\_\_ |
| Dean notifies reviewer of factual corrections needed in final reports | 06.07 | March | \_\_\_\_\_\_\_ |
| Reviewer submits final reports to the head of academic assessment | 06.07 | April | \_\_\_\_\_\_\_ |
| **Response and Action Plan** |  | | |
| Chair/Director & dean prepare Response and Action Plans | 07.01 | March-April | \_\_\_\_\_\_\_ |
| Faculty review Response and Action Plans | 07.01 | April | \_\_\_\_\_\_\_ |
| Chair/Director submits Response and Action Plans to dean | 07.02 | Late April | \_\_\_\_\_\_\_ |
| Dean reviews Response and Action Plan with the provost | 07.03 | May | \_\_\_\_\_\_\_ |
| Dean submits signed Response and Action Plan and comments to the head of academic assessment with 4 weeks of receipt of the external review report | 07.04 | May | \_\_\_\_\_\_\_ |
| Dean ensures that the final self-review report, external review reports & Response and Action Plans have been provided to the head of academic assessment | 08.01 | Early June | \_\_\_\_\_\_\_ |
| Provost (via the head of academic assessment) forwards self-review report, external review report, & Response and Action Plans to THECB | 08.02 | June | \_\_\_\_\_\_\_ |
| Chair/Director integrates Action Plans into existing strategic plan and monitors progress | 08.03 |  | \_\_\_\_\_\_\_ |