AA/PPS 02.01.50

**Academic Program Review Checklist**

**(Two Year Timeframe)**

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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 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 | October | \_\_\_\_\_\_\_ |
| Dean reviews and approves self-review committee | 04.06 | October | \_\_\_\_\_\_\_ |
| Committee prepares self-review report | 04.07 | October- March | \_\_\_\_\_\_\_ |
| Faculty review self-review report | 04.07 | April | \_\_\_\_\_\_\_ |
| Chair/Director submits self-review report to dean | 04.07 | May 1 | \_\_\_\_\_\_\_ |
| Dean provides feedback on self-review report to chair/director  who makes corrections | 04.07 | June 1 | \_\_\_\_\_\_\_ |
| Chair/Director forwards an electronic copy of the self-review report and attachments to the head of academic assessment | 04.08 | June 1 | \_\_\_\_\_\_\_ |
| Dean sends written notice of approval of report and major issues to the AVPIE | 04.08 | June 1 | \_\_\_\_\_\_\_ |
| Head of academic assessment reviews and approves final report | 04.08 | July 15 | \_\_\_\_\_\_\_ |
| **Program Review Team** |  | | |
| Provost sets honorarium rates and head of academic assessment notifies chair/director of rates | 05.02 | July | \_\_\_\_\_\_\_ |
| Dean solicits program review team (PRT) nominees from unit | 05.03 | July | \_\_\_\_\_\_\_ |
| Dean submits PRT nominees to the head of academic assessment | 05.03 | August 1 | \_\_\_\_\_\_\_ |
| Dean invites PRT members to participate in site visit | 05.04 | August-September | \_\_\_\_\_\_\_ |
| Head of academic assessment sends introductory letter and PPS to PRT members | 05.04 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director provides PRT members with self-review report and related materials | 05.05 | August-September | \_\_\_\_\_\_\_ |
| Dean consults with head of academic assessment to select dates for PRT site visit | 05.06 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director, with input from dean and head of academic assessment, establishes structure of site visit | 05.06 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director forwards copy of schedule for PRT site visit to head of academic assessment two weeks prior to site visit | 05.07 | September-October | \_\_\_\_\_\_\_ |
| PRT conducts site visit | 05.07 | September-November | \_\_\_\_\_\_\_ |
| Chair of PRT drafts reports | 05.08 | September-December | \_\_\_\_\_\_\_ |
| Chair of PRT submits reports to head of academic assessment within 4 weeks of visit | 05.08 | October-December | \_\_\_\_\_\_\_ |
| Chair/Director & dean review draft PRT reports within 2 weeks | 05.09 | October-January | \_\_\_\_\_\_\_ |
| Dean notifies PRT of factual corrections needed in final reports | 05.09 | October-January | \_\_\_\_\_\_\_ |
| PRT submits final PRT reports to the head of academic assessment | 05.09 | November- February | \_\_\_\_\_\_\_ |
| **Response and Action Plan** |  | | |
| Chair/Director & dean prepare Response and Action Plans | 07.01 | October-February | \_\_\_\_\_\_\_ |
| Faculty review Response and Action Plans | 07.01 | November-March | \_\_\_\_\_\_\_ |
| Chair/Director submits Response and Action Plans to dean | 07.02 | November-March | \_\_\_\_\_\_\_ |
| Dean reviews Response and Action Plan with the provost | 07.03 | December-April | \_\_\_\_\_\_\_ |
| Dean submits signed Response and Action Plan and comments to the head of academic assessment within 4 weeks of receipt of final PRT reports | 07.04 | January-May | \_\_\_\_\_\_\_ |
| Dean ensures that the final self-review report, PRT reports  & Response and Action Plans have been provided to the head of academic assessment | 08.01 | January-May | \_\_\_\_\_\_\_ |
| Provost (via the head of academic assessment) forwards self-review report, PRT report, & Response and Action Plans to THECB | 08.02 | February-June | \_\_\_\_\_\_\_ |
| Chair/Director integrates Action Plans into existing strategic plan and monitors progress | 08.03 |  | \_\_\_\_\_\_\_ |