# **Academic Program Review: 7-Year Self-Study (APR-7)**

Updated: 04/03/2024[[1]](#footnote-0)

|  **Timeline with Responsibilities** |
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| **Recommended Schedule**(Absolute deadlines are indicated inbold) | **Who is taking action** | **Action/Artifact** | **Reporting to Whom** |
| March 15 of the academic year before the visit | Academic AffairsUniversity Assessment Review Committee | notifies college leadership and department chair of the program(s) to be reviewed for that academic year following the program review schedule | College leadership and department chair |
| One year before the visit | Program | begins assembling self-study document | (Interacts with program faculty) |
| Six months before the visit | Department chair or designee | submits a list of potential review team members | Dean or dean’sdesignee |
| Four months before the visit | Dean or dean’sdesignee | selects/approves review team members | Program |
| Three months before the visit | Dean or dean’sdesignee | arranges for a review visitshares recommended report template | Review Team |
| One month before visit | Program | completed self-study submitted | Review Team |
| Site Visit | Review team | visits campus and conducts program review | (Interacts with the program) |
| One month post visit | Review team | submits prepared report based on self-study and visit | College leadership |
| **May 10** (of the academic year in which the review took place) | College leadership | shares a copy of the report | Program Faculty |
| August - October | Program Faculty | review, discuss, and write a response to the review report, addressing issues that are identified and outlining an action plan based on the report's recommendations |  |
| **November 1** (of the academic year following the review visit) | Program faculty or college leadership | submits a copy of the review report and the program response | Academic Affairs and dean or dean’s designee |
| *(as needed or requested)* | Academic Affairs | meets regarding the plan of action if needed | College leadership and department chair |

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1. Initial Approval 2018:

	* Approved by Deans' Council, April 3, 2018,
	* Approved by Faculty Senate, April 23, 2018    Updated Approval 2023:

	* Approved by AA Leadership March 6, 2023
	* Approved by UARC March 6, 2023
	* Approved by Faculty Senate April,, 2023
	* Approved by Dean’s Council March 9, 2023
	* Revised April, 2024 [↑](#footnote-ref-0)