

UNIVERSITY OF COLORADO AT COLORADO SPRINGS

ACADEMIC PROGRAM REVIEW

TIMELINE AY 2008-2009

ACTION	TIME
1. Provost/EVCAA Office determines unit(s) to be reviewed and confirms with APRP. APRP Chair sends written notification, Guidelines and Timeline to unit chairs, directors, and deans.	By September 22
2. Unit chair convenes unit members to discuss review process and self-study and identify potential reviewers. Unit may invite APRP Chair to attend this session. The unit chair may arrange to have unit members assist with compiling and composing the report.	By October 10
3. Unit submits to APRP a short list of nominees for external reviewers. The list should include names, addresses, telephone numbers, email addresses, and a short summary of the nominees' credentials. The nominees should be college or university level faculty or administrators in the unit's area and should represent a cross-section of institutions. The list should include at least two (2) nominees from Colorado institutions and three (3) nominees from campuses comparable to UCCS located outside of the state or region. The credibility of the review is enhanced if the nominees do not have actual or apparent conflicts of interest arising from close personal or professional relationships with unit members. The nominees will be contacted by APRP to determine their availability; all other communication with the nominees will be handled by APRP. When the nominee list is submitted, a copy should be routed to the Dean administering the unit, who will submit separate comments to APRP. Unit should also submit possible dates for the review during the January – April 2009 timeframe.	By October 17
4. After approval of the nominees and with input from the appropriate Dean, the APRP chair contacts two candidates to serve as external members of the review team and confirms the dates for the review.	By November 14
5. Unit submits draft of self-study (preferably electronically) to Dean and APRP.	By December 5
6. Dean provides comments on self-study to unit and APRP chair sends feedback to unit as needed.	By December 12
7. Self-study should be completed, typed in final form, duplicated and spiral bound (eight copies), and distributed to the following: two copies to APRP chair, three copies to the Dean's Office (for review team members), one copy to the Provost's Office, one copy to the dean, and one copy for the unit.	By December 19

ACTION	TIME
8. APRP chair, working with the Dean's Office, sends unit's self-study, UCCS catalog, and additional campus information to review team members and arranges campus visit, including two-day/one-night schedule of appointments.	Four weeks before visit
9. On-site visit by review team includes meetings with faculty, students, administrators, and community as needed. The visit normally concludes with an exit interview, during which external reviewers give brief oral assessment of unit and recommendations to APRP, dean, EVCAA, and unit chair.	By early-April
10. Review team's written report sent electronically to APRP chair who will distribute to EVCAA, unit and dean.	Due within three weeks after visit
11. Unit writes reaction to external review team's report. This response is sent to the dean and APRP Chair.	By April 24
12. Unit sets up a meeting with the dean to discuss the external review, their reaction to it, and the plan to address its recommendations. This meeting should be used to plan a strategy for implementing the recommendations of the review team, or responding to them. (If the department and/or the dean would like the APRP to be involved in this process, arrangements should be made through the chair of the panel.)	By May 8
13. Dean writes reaction to the external team's report, including strategic plan for accomplishing the changes.	By May 22
14. APRP chair contacts chairs from units reviewed in the three previous years to obtain an update of activities undertaken as a result of the academic program review process, and prepares a summary report for the Provost.	By May 30
15. APRP summary report of program review activities for AY09 and annual update for previous three years reviews is sent to Provost/EVCAA, who sends material and Provost evaluation to Central Administration by June 30.	By June 12