Tasks to completed by the UPRA Office

☐ Notify unit of upcoming review (One Year Notification Letter – early summer)
☐ Schedule and conduct orientation meeting
☐ Notify units of the potential site visit dates for the spring semester
☐ Update UPRA calendars with entry and exit meetings once site visit dates are confirmed
☐ Receive dean approved list of Self-study Committee chair and members
☐ Receive Site Visitor Nominations (Appendix 3) from the unit under review
☐ Invite site visitor nominees and monitor responses until the appropriate number have been accepted the invitation
☐ Send site visitors confirmation emails to include: CV’s, links to ASU Information
☐ Authorize unit to initiate contact (unit to send out confirmation logistics letter)
☐ Receive Site Visit Schedule
☐ Receive final self-study report
☐ Receive dean-approval of Site Visit Schedule
☐ Receive final site visitors itinerary forms (Appendix 5) from unit under review
☐ Distribute the final dean-approved self-study report, Site Visit Schedule and itineraries via shared folder
☐ Send pre-site visit email to visitors inviting them to view the APR documents in the shared folder
☐ Conduct entry and exit meetings for APR
☐ Receive site visit report (Appendix 7A)
☐ Receive site visitors signature pages (may be combined as part of the report or Appendices 7A and 7B)
☐ Review and approve distribution of site visit report to dean and unit head
☐ Notify units to send honorariums and expense reimbursements to site visitors
☐ Send site visitors “Thank You” letter
☐ Receive and review unit response report
☐ Receive and review deans summary report
☐ Arrange meeting with Provost
☐ Communicate wrap-up instructions
☐ Complete wrap-up communications
☐ Draft summary report of the APR
☐ Generate final data for ABOR Report
☐ Approve and provide summary of APR reports to ABOR
☐ Store documents of record for the Academic Program Review (electronically)