Tasks to completed by the UPRA Office

- Notify unit of upcoming review (One Year Notification Letter – June/July notices)
- Schedule and conduct orientation meeting
- Notify units of the potential site visit dates for the spring semester
- Update UPRA calendars with entry/exit meetings once site visit dates are confirmed
- Receive dean approved list of self-study committee chair and members
- Receive site visitor nominations (Appendix 2) from unit under review
- Invite site visitor nominees/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 (send out confirm logistics letter)
- Receive and distribute site visit schedule (sample Appendix 5)
- Receive final self-study report
- Receive final dean-approved site visit schedule
- Receive final site visitors itinerary forms (Appendix 4) from unit under review
- Distribute the final dean-approved self-study report, site visitor schedule and itineraries
- 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
- Receive site visitors signature pages (may be combined as part of the site visit report)
- 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)