Appendix 10
Academic Program Review
Checklist for UPRA Office

Tasks to be completed by the UPRA Office

☐ Notify unit of upcoming review (One Year Notification Letter – late 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 (SV- Invitation Local and SV - Invitation Nonlocal) and monitor responses until the appropriate number have accepted the invitation.
☐ Send site visitors SV - Invite Declined or SV - Invite Accepted and CV Request email.
☐ Send Confirmation Combined email to site visitors and unit under review. Incl: CVs, links to homepage.
☐ Authorize unit to initiate contact (unit to send out confirmation logistics letter).
☐ Receive solid first draft of Self-study report by November 1st.
☐ Receive Site Visit Schedule.
☐ Receive final Self-study report, approximately three weeks before site visit.
☐ Receive dean-approval of Site Visit Schedule.
☐ Receive final site visitors’ itinerary (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 dean’s 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).