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).