Appendix 10
Academic Program Review
Checklist for UPRA Office

Tasks to be completed by the UPRA Office

☐ Notify unit of upcoming review – late summer
   (Unit - One Year Notice email).

☐ 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 –
   APR site visitor nomination form) 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 TY email.

☐ Once site visit team is complete, send SV - CV
   Request email.

☐ After all CVs have been collected, send SV-
   Confirmation email to site visitors, include CVs
   and link to unit homepage.

☐ Authorize unit to initiate contact (Unit -
   Authorization to Contact email). Send
   concurrently with the SV-Confirmation email.

☐ Receive solid first draft of self-study report
   (Appendix 2) from unit by November 1.

☐ Receive dean-approved APR two-day site visit
   schedule (Appendix 6) from unit.

☐ Receive final self-study report, approximately
   three weeks prior to site visit.

☐ Receive final site visitors’ itinerary (Appendix 5)
   from unit under review.

☐ Send pre-site visit email (SV-Document
   Distribution) to visitors inviting them to view the
   APR documents (final dean-approved self-study
   report, site visit schedule and itineraries) in the
   shared Dropbox folder.

☐ Conduct entry and exit meetings for APR.

☐ Receive APR site visit report (Appendix 7A).

☐ Receive site visitors signature pages (Appendix
   7B) (they may be combined as part of the report)

☐ Send SV – Report Received TY email to
   site visitors.

☐ Andy reviews and approves distribution of site
   visit report to dean and unit head.

☐ Send Dean-Unit – Site Visit Report email to unit
   head and dean.

☐ Send site visitors SV – Thank You Letter email.

☐ Receive and review unit’s and dean’s summary
   reports, respectively.

☐ 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 in individual unit’s folders
   (electronically).

*These steps may no longer apply.