

### Tasks to be completed by the UPRA Office

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| <input type="checkbox"/> Notify unit of upcoming review – late summer ( <b>Unit - One Year Notice</b> email).   | <input type="checkbox"/> Conduct entry and exit meetings for APR.  |
| <input type="checkbox"/> Schedule and conduct orientation meeting.  | <input type="checkbox"/> Receive <b>APR site visit report (Appendix 7A)</b> .  |
| <input type="checkbox"/> Notify units of the potential site visit dates for the spring semester.  | <input type="checkbox"/> Receive site visitors signature pages ( <b>Appendix 7B</b> ) (they may be combined as part of the report) |
| <input type="checkbox"/> Update UPRA calendars with entry and exit meetings once site visit dates are confirmed.  | <input type="checkbox"/> Send <b>SV – Report Received TY</b> email to site visitors.   |
| <input type="checkbox"/> Receive dean approved list of self-study committee chair and members.  | <input type="checkbox"/> Andy reviews and approves distribution of site visit report to dean and unit head.                        |
| <input type="checkbox"/> Receive site visitor nominations ( <b>Appendix 3 – APR site visitor nomination form</b> ) from the unit under review.  | <input type="checkbox"/> Send <b>Dean-Unit – Site Visit Report</b> email to unit head and dean.                                    |
| <input type="checkbox"/> Invite site visitor nominees ( <b>SV- Invitation Local and SV - Invitation Nonlocal</b> ) and monitor responses until the appropriate number have accepted the invitation.   | <input type="checkbox"/> Send site visitors <b>SV – Thank You Letter</b> email.  |
| <input type="checkbox"/> Send site visitors <b>SV - Invite Declined</b> or <b>SV - Invite Accepted TY</b> email.  | <input type="checkbox"/> Receive and review unit's and dean's summary reports, respectively.                                       |
| <input type="checkbox"/> Once site visit team is complete, send <b>SV- CV Request</b> email.  | <input type="checkbox"/> Arrange meeting with Provost.   |
| <input type="checkbox"/> After all CVs have been collected, send <b>SV- Confirmation</b> email to site visitors, include CVs and link to unit homepage.   | <input type="checkbox"/> *Communicate wrap-up instructions.  |
| <input type="checkbox"/> Authorize unit to initiate contact ( <b>Unit - Authorization to Contact</b> email). Send concurrently with the <b>SV-Confirmation</b> email.   | <input type="checkbox"/> *Complete wrap-up communications.   |
| <input type="checkbox"/> Receive solid first draft of self-study report ( <b>Appendix 2</b> ) from unit by November 1.  | <input type="checkbox"/> *Draft summary report of the APR.   |
| <input type="checkbox"/> Receive dean-approved <b>APR two-day site visit schedule (Appendix 6)</b> from unit.   | <input type="checkbox"/> *Generate final data for ABOR Report.   |
| <input type="checkbox"/> Receive final self-study report, approximately three weeks prior to site visit.  | <input type="checkbox"/> *Approve and provide summary of APR reports to ABOR.  |
| <input type="checkbox"/> Receive final site visitors' itinerary ( <b>Appendix 5</b> ) from unit under review.   | <input type="checkbox"/> Store documents of record for the Academic Program Review in individual unit's folders (electronically).  |
| <input type="checkbox"/> Send pre-site visit email ( <b>SV-Document Distribution</b> ) 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. |  |

\*These steps may no longer apply.