Unit Under Review:

Tasks to 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 and monitor responses until the appropriate number have been accepted the invitation.
- ☐ Send site visitors confirmation emails to unit under review. Include: CV's, 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.)