Tasks to be completed by the head of the unit under review

- Received notice by the UPRA Office of upcoming Academic Program Review.
- Submit Preliminary Information form (Appendix 1) which includes faculty names of self-study committee to your Dean for approval.
- Submit Preliminary Information form (Appendix 1) to the UPRA Office (with signed approval by the dean).
- Attend UPRA orientation meeting(s) conducted by the UPRA Officer.
  Please note: Invitation will go out to the Dean, Director, Chair and members of the Self-study committee, Business Office Manager and Administrative Assistants involved with the APR process. All are encouraged to attend.
- Coordinate with UPRA Office to establish site visit date(s).
- Nominate six non-local and three local community reviewers using Appendix 3. Please rank the order invitations are to be issued and submit to the UPRA Office with written approval of your dean.
- Complete the first draft of the self-study report (Appendix 2 - template) and submit to your Dean and the UPRA Office at apr@asu.edu by November 1.
- Once the site visitors are confirmed, make hotel reservations and arrange for direct billing to ASU, and make parking reservation for the local site visitor.
- Send Site Visitor Logistics Letter to the visitors with hotel confirmation with expense reimbursement claim form attached (Appendices 4A and 4B for non-local and local site visitors).
- Arrange for ground transportation for non-local site visitors to and from airport and hotel.
- Construct the site visit schedule of meetings (see Appendix 6 – sample), activities and interviews, and site visitor itinerary form. (Appendix 5). Make sure all calendars reflect meetings, activities and interviews, etc.
- Provide the UPRA Office with dean-approved final self-study report, site visit schedule, and site visitors Itinerary at least three weeks prior to the visit.
- Send out the site visitors Itinerary (Appendix 5) at least three weeks prior to the site visit.
- Attend the entry meeting for APR on the first morning of the site visit.
- Escort site visitors during visit (various designated representatives from your unit).
- Distribute site visit report to the self-study faculty committee (when received from the UPRA Office).
- Authorize business office staff to reimburse site visitors for their expenses and pay honorariums after receipt of the final Site Visit Report and Signature Form.
- Schedule faculty meeting to discuss site visit report.
- Develop and finalize unit response report.
- Forward unit response report to the UPRA Office at apr@asu.edu.
- Participate in wrap-up phase, if necessary.
- Review any corrective actions to be taken with the dean.