

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

Before the Site Visit

- 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: The invitation will go out to the dean, director, chair, 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 nonlocal and three local community reviewers using Appendix 3. 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 **during the first week in November.**
- Once the site visitors are confirmed and flights are purchased, make hotel reservations and arrange for direct billing to ASU. Make a 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, interviews, etc.
- Provide the UPRA Office with dean-approved final self-study report, site visit schedule, and site visitor's itinerary at least **three weeks prior to the visit.**

During 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.)
- Attend the exit meeting for APR on the second afternoon of the site visit.

After the Site Visit

- Read the Site Visit Report and write brief summary report for submission to the University Provost and receive feedback guidance. Report to be submitted through 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.
- Meet with the dean to discuss the findings.
- Schedule faculty meeting to discuss site visit report.
- Develop and finalize the 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.