Appendix 9
Academic Program Review
Checklist for Dean

Tasks to completed by the dean of the unit under review

☐ Review list of proposed faculty/local community member reviewers (nominees) and rank by order of invitation preference with academic unit; provide written approval to the UPRA Office (this may be provided in accompanying email)

☐ Prepare dean’s questions (if any) for self-study committee

☐ Approve self-study report before submission to the UPRA Office

☐ Provide written approval for self-study report to the UPRA Office

☐ Attend entry and exit meetings for APR

☐ Read site visit report

☐ Write brief summary report for submission to the University Provost and get feedback guidance

☐ Meet with the Provost to discuss

☐ Prepare report to unit outlining guidance for Unit Response Report

☐ Read Unit Response Report and provide written approval to the UPRA Office

☐ Review with unit head and implement corrective actions as a result of the APR and Provost’s guidance