

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

- Approve the completed APR Preliminary Information Form (Appendix 1) and submit to the UPRA Office.
- 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 receive feedback guidance. Report to be submitted through the UPRA Office.
- Meet with the Provost to discuss the findings.
- Prepare report (or meet with the Unit Head) to outline 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.
- Continue to monitor progress on corrective actions until next program review.