Appendix 9
Academic Program Review
Checklist for Dean

Tasks to 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.

☐ Meet with the Provost to discuss the findings.

☐ 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.

☐ Continue to monitor progress on corrective actions until next program review.