PPS 2.13

Attachment C

**Academic Program Review Checklist**

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| **Action Item** | **PPS Paragraph** | **Typical Timeframe** | **Completed** |
| Deans review APR calendar | 9 | August | \_\_\_\_\_\_\_ |
| **Self-Study Report** |  | | |
| Deans notifies academic unit to begin self-review | 11 | August | \_\_\_\_\_\_\_ |
| Chair/Director appoints chair for the self-review committee and  forwards name of the chair to dean and associate vice president for Institutional Effectiveness (AVPIE) | 11 | August | \_\_\_\_\_\_\_ |
| Chair/Director and chair of the self-review committee attend  the APR orientation | 12 | October | \_\_\_\_\_\_\_ |
| Chair/Director appoints self-review committee | 14 | October | \_\_\_\_\_\_\_ |
| Dean reviews and approves self-review committee | 14 | October | \_\_\_\_\_\_\_ |
| Committee prepares self-review report | 15 | October- March | \_\_\_\_\_\_\_ |
| Faculty review self-review report | 15 | April | \_\_\_\_\_\_\_ |
| Chair/Director submits self-review report to dean | 15 | May 1 | \_\_\_\_\_\_\_ |
| Dean provides feedback on self-review report to chair/director  who makes corrections | 15 | June 1 | \_\_\_\_\_\_\_ |
| Chair/Director forwards an electronic copy of the self-review report and attachments to the AVPIE | 16 | June 1 | \_\_\_\_\_\_\_ |
| Dean sends written notice of approval of report and major issues to the AVPIE | 16 | June 1 | \_\_\_\_\_\_\_ |
| AVPIE reviews and approves final report | 16 | July 15 | \_\_\_\_\_\_\_ |
| **Program Review Team** |  | | |
| Provost sets honorarium rates and AVPIE notifies chair/director of rates | 18 | July | \_\_\_\_\_\_\_ |
| Dean solicits program review team (PRT) nominees from unit | 19 | July | \_\_\_\_\_\_\_ |
| Dean submits PRT nominees to AVPIE | 19 | August 1 | \_\_\_\_\_\_\_ |
| Dean invites PRT members to participate in site visit | 20 | August-September | \_\_\_\_\_\_\_ |
| AVPIE sends introductory letter and PPS to PRT members | 20 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director provides PRT members with self-review report and related materials | 21 | August-September | \_\_\_\_\_\_\_ |
| Dean consults with AVPIE to select dates for PRT site visit | 22 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director, with input from dean and AVPIE, establishes structure of site visit | 23 | August-September | \_\_\_\_\_\_\_ |
| Chair/Director forwards copy of schedule for PRT site visit to AVPIE two weeks prior to site visit | 23 | September-October | \_\_\_\_\_\_\_ |
| PRT conducts site visit | 23-24 | September-November | \_\_\_\_\_\_\_ |
| Chair of PRT drafts reports | 24 |  | \_\_\_\_\_\_\_ |
| Chair of PRT submits reports to AVPIE within 4 weeks of visit | 24 |  | \_\_\_\_\_\_\_ |
| Chair/Director & dean review draft PRT reports within 2 weeks | 25 |  | \_\_\_\_\_\_\_ |
| Dean notifies PRT of factual corrections needed in final reports | 25 |  | \_\_\_\_\_\_\_ |
| PRT submits final PRT reports to AVPIE | 25 |  | \_\_\_\_\_\_\_ |
| **Response and Action Plan** |  | | |
| Chair/Director & dean prepare Response and Action Plans | 26 |  | \_\_\_\_\_\_\_ |
| Faculty review Response and Action Plans | 26 |  | \_\_\_\_\_\_\_ |
| Chair/Director submits Response and Action Plans to dean | 27 |  | \_\_\_\_\_\_\_ |
| Dean submits Response and Action Plan and comments to AVPIE within 4 weeks of receipt of final PRT reports | 27 |  | \_\_\_\_\_\_\_ |
| Dean, with input from provost, submits response to Response and Action Plans to chair/director within 4 weeks | 28 |  | \_\_\_\_\_\_\_ |
| Dean ensures that the final self-review report, PRT reports  & Response and Action Plans have been provided to the AVPIE | 29 |  | \_\_\_\_\_\_\_ |
| Provost forwards self-review report, PRT report, & Response and Action Plans to THECB | 30 |  | \_\_\_\_\_\_\_ |
| Chair/Director integrates Action Plans into existing strategic plan and monitors progress | 31 |  | \_\_\_\_\_\_\_ |