

## Academic Program Review Process and Timeline

### Programs with Accreditation Review (cycles with external review)

[Self-Study report is due June 1 in year t, which is the year that follows completion of external review. If on the 2023-2024 cycle, year t = 2023.]

[APR reviews to be completed in the fall semester, year t]

[Review reported to System in June, year (t+1)]

Step	Responsible Party	Actions Required	Dates/Deadlines
1	Provost's Office	Unit/Department/Program (U/D/P) is notified that its program self-study will be reviewed in 3 years. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P.	June, year t-3
2	Provost's Office & U/D/P	Recommended that U/D/P representative attends APR Self Study Information Session sponsored by the Provost's Office.	January, year t-1 or t
3	Provost's Office	U/D/P is notified that its program will be reviewed by APR in the upcoming year, with self-study report due on June 1, year t. U/D/P is provided with relevant materials for the self-study report.	January, year t-1
4	Institutional Research	Institutional Research prepares the Unit Data Sheet and posts on Academic Program Review Canvas site.	January 1, year t
5	U/D/P	U/D/P puts final package together including APR Self-Study, accreditation agency's review report, and U/D/P's response to the accreditation agency's review report. Posts on APR Canvas site. In most cases the accreditation self-study is used as the APR Self-Study Report along with 1) the required External Accreditation Program Review Checklist that relates the accreditation self-study to the Format for APR Self-Study Report and 2) supplementary narrative that addresses specific APR standards not found in the accreditation self-study. U/D/P chair or their designated representative, APR administrative consultants, and APR members will be granted electronic access to APR Canvas site	June 1, year t
6	Dean	Dean reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site.	July
	UWL Graduate Director	<b>Only for graduate program reviews</b> Dean of Graduate and Extended Learning reviews the final package and prepares a summary including recommendations. Posts letter on APR Canvas site.	August
7	UG/Grad APR Committee	UG/Grad APR Committee forms sub-committee to review completed self-study.	September
8	UG/Grad APR Committee	APR sub-committee reviews completed materials, meets with U/D/P representative, presents APR report to full UG/Grad APR Committee. Committee reviews and approves report.	October
9	UG/Grad APR Committee Chair	APR Report submitted in pdf form to the Faculty Senate for review and acceptance. (If review indicates a 3-year progress report is required, see three-year review process and timeline.)	December
10	Fac Sen Chair	Faculty Senate forwards accepted report to Provost/Vice Chancellor.	May, year (t+1)
11	Provost's Office	Provost/Vice Chancellor reviews report and responds to the Dean and U/D/P.	May
12	Provost's Office	Completion of program review is reported to System.	June 1

## Three-Year APR Progress Report Process and Timeline

If Faculty Senate requests a three-year follow-up report, the report will be due in February - 3 calendar years after the senate decision.

Step	Responsible Party	Actions Required	Dates/Deadlines
1	Provost's Office	Unit/Department/Program (U/D/P) is notified that its 3-year progress report is due in February. A list of recommendations that need to be addressed by the program, per the past APR report, will be sent to the U/D/P along with relevant materials to complete the progress report.	September
2	U/D/P	U/D/P completes 3-year progress report and posts it on APR Canvas site.	February 1st
3	UG/Grad APR Committee	UG/Grad APR Committee reviews the 3-year progress report and reports to the U/D/P, along with the Dean, Faculty Senate, and Provost, if the program has made 1) acceptable progress, 2) minimal progress or 3) unacceptable progress. A brief justification for decision is included in the report.	March
4	Provost's Office	Provost reviews report, consults with Dean, and responds to U/D/P (response copied to Dean, Faculty Senate, UG/Grad APR Committee)	April