

Appendix 7: Standard Timeline for Academic Program Review

The process of academic program review should be undertaken in a timely manner with the goal of integrating resulting information into strategic planning and budgeting processes. Reviews will follow a timetable that allows the entire review process to be completed within an 18-month period, inclusive of semester and summer breaks. The following is an outline of the standard timeline that will be adhered to as closely as possible:

- Month 1: The Provost's designee notifies the unit selected of the timing of that review and initiates the review process. Faculty input is gathered on the elements to guide the scope of review.
- Month 2: The agreement on the scope of review is prepared and the unit begins preparations of its self-study report, including an initial meeting with the Office of Institutional Research to discuss their data template.
- Month 3-4: A senior member of the University faculty is invited to serve as the internal member of the review committee. The internal member works in consultation with the Provost's designee to select and invite external members to serve on the review committee.
- Months 3-7: The unit drafts its self-study report and prepares a draft itinerary. The Office of the Provost confirms the members of the review committee and schedules the site visit.
- Month 8-10: The unit submits its draft self-study report to the Office of the Provost. The internal member, a CAPR representative, and the Provost's designee provide written comments to assist in revision; the unit prepares the final version of the self-study.
- Month 11-14: The site visit should occur during this period. The review committee's report is submitted to the Office of the Provost within 2 weeks of the end of the site visit and the unit submits a response within 4 weeks of receipt of the report.
- Month 15-16: The CAPR meets to discuss the report and response. Ideally, the meeting should occur within 2 weeks of receipt of the response (within ~8 weeks of the site visit). All documents will be transmitted to the Provost shortly thereafter.
- Month 17-18: A post-review meeting will be held within 1-2 months of all documents being transmitted to the Provost and a formal memo issued to conclude the official process.