

2007

Academic Program Review: Timeline

UNM Academic Program Review

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APPENDIX A: TIMELINE FOR PROGRAM REVIEWS

When Due					
FALL VISITS	SPRING VISITS	ACTIVITY ITEM/ACTION	PARTICIPANTS/ WHO IS RESPONSIBLE	DISTRIBUTION	DATE DONE
September One year before the site visit is scheduled	February One year before the site visit is scheduled	Orientation meeting for all Units under-going review <i>(Page 5)</i>	Unit Head, Accreditation Director, APR Coordinator, Office of Institutional Research Staff		
October (before site visit)	March (before site visit)	Select self-study committee and begin self-study <i>(Page 5)</i>	Unit Head, Faculty, students, other stakeholders charged with the responsibility for preparing the unit's self-study document		
January (before site visit)	May	Select review team, Submit nomination forms/ dates for review team visit <i>(Page 6, 7)</i>	Unit Head	Vice Provost for Academic Affairs, Unit College/School Dean Accreditation Director, APR Coordinator	
May 1	October 1	Self-study report is submitted and distributed for review and feedback <i>(Page 6)</i>	Unit Head	Unit Chair/Director, Self-study committee chair, Provost or designee, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Vice Provost for Academic Affairs, Accreditation Director, Assessment Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), representatives of the FS Graduate, Undergraduate and Curricula Committees	

When Due					
FALL VISITS	SPRING VISITS	ACTIVITY ITEM/ACTION	PARTICIPANTS/WHO IS RESPONSIBLE	DISTRIBUTION	DATE DONE
Two-months before site visit (late spring or early fall)	Two-months before site visit (late fall or early spring)	Pre-site visit meeting for self study review <i>(Page 6)</i>	Unit Chair/Director, Chair of the self-study committee, Vice Provost for Academic Affairs or designees, College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Accreditation Director, Assessment Manager, UNM member of the review team Unit head (more than one person may be included in order to have adequate representation of undergraduate and graduate aspects of the program), Representatives of the FS Graduate, Undergraduate, and Curricula Committees, APR Coordinator		
1 month before site visit	1 month before site visit	Arrange itinerary for site visit	APR Coordinator and Unit		
Last day of site visit	Last day of site visit	External Review Team Exit Meeting <i>(Page 7, 8)</i>	Unit Chair/Director, Chair of the self-study committee, Vice Provost for Academic Affairs or designees, College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Accreditation Director, Assessment Manager, UNM member of the review team Unit head (more than one person may be included in order to have adequate representation of undergraduate and graduate aspects of the program), Representatives of the FS Graduate, Undergraduate, and Curricula Committees, APR Coordinator		
Within six weeks after site visit	Within six weeks after site visit	Report is submitted by Review Team and distributed <i>(Page 8)</i>	APR Coordinator, Review Team	Provost, Unit College/School Dean, Vice Provost for Academic Affairs, Unit Head, Accreditation Director	

When Due					
FALL VISITS	SPRING VISITS	ACTIVITY ITEM/ACTION	PARTICIPANTS/WHO IS RESPONSIBLE	DISTRIBUTION	DATE DONE
One-month after receipt of report	One-month after receipt of report	Prepare a written response and preliminary action plan. <i>(Page 8)</i>	Unit Head	Unit College/School Dean, Vice Provost for Academic Affairs, Unit Head, Accreditation Director, APR Coordinator	
Late fall – early spring	Late spring – early fall	Post review meeting <i>(Page 9)</i>	Unit Head (other unit representative as appropriate) Unit College/School Dean, Members of graduate, undergraduate and curricula committees of Faculty Senate, Vice Provost for Academic Affairs, Accreditation Director, APR Coordinator		
As specified	As specified	Action Plan filed <i>(Page 9)</i>	Unit Head in consultation with relevant Provost Office Staff		
As specified	As specified	Action Plan updates	Unit Head		
Three years after completion of the Unit review		Mid point review <i>(Page 10)</i>	Unit Head, APR Coordinator	Provost, Vice Provost for Academic Affairs, Vice President for Research (or designees), Unit College/School Dean, Current and/or former students (undergraduate and graduate), Faculty and staff members from Unit under review, Members of graduate, undergraduate and curricula committees of Faculty Senate, Accreditation Director	