SUGGESTED ACADEMIC PROGRAM REVIEW TIMELINE (SPRING SITE VISIT)

UNIVERSITY OF SAN FRANCISCO

The APR process should begin at least 12 months prior to the external review team visit. Below is a suggested timeline of events for a site visit scheduled for spring semester.

February - March
- Review Academic Program Review Preparation Checklist
- Orientation meeting with program director and assessment lead in Dean's office. OAAS attends if needed
- Identify APR lead and key faculty and staff representation
- Request APR Data Packet from CIPE
- Request APR Common Information Packet from Provost's office

March - April
- Submit list of 12 potential external reviewers to Dean's office
- APR lead and key faculty and staff meet to discuss and plan self-study
- Gather all information listed on the Self-Study section of the Academic Program Review Preparation Checklist

April - September
- Begin drafting the Self-Study

September (or earlier)
- External review team and date for external review finalized
- Announce date of external review to stakeholders

September - November
- Editing of Self-study
- Organize appendices
- Plan for external review logistics

February
- Final draft of Self-study due to Dean's office
- Distribute final self-study to stakeholders and do external review prep with internal stakholders
- Submit self-study, visit schedule, and logistics to review team (Review team packet) at least one month before team visit

March
- External review team visits

April - May
- External review team report due (within 2 months of visit)
- Program meets with Dean's office to discuss and respond to report
- Executive Summary created by Dean's office
- Schedule Action plan meeting for following semester