

TIMELINE FOR PROGRAM REVIEWS

Please note that each unit will be provided a customized timeline by the APR Office once the unit has selected its tentative Site-Visit dates. If your unit has not been sent a timeline, please contact the APR Office at 277-3330.

Activity/Action Item	Notes	Due Date
APR Orientation Meeting	<p>It will take place one year before the Site-Visit is scheduled.</p> <p>The APR Office will initiate communication to schedule the orientation meeting. The unit chair and administrator should be in attendance, including any relevant faculty, such as associate chairs.</p>	One year prior to the semester of the Site-Visit
Tentative Site-Visit Dates Due	<p>Submit the Site-Visit Dates to the APR Office via email.</p> <p>The unit should provide the week it would like to be blocked off/ reserved until the specific dates are chosen.</p>	1 month after APR Orientation Meeting
<i>Nomination Form for Potential Review Team Members Due</i>	<p>The Nomination Form for each potential review team member should be submitted, via the APR email (apr@unm.edu), for review and approval by the School/College Dean and the Office of the Provost.</p> <p>A form should be submitted for, at most, 6 external and 3 internal reviewers for consideration as review team members.</p>	2 months after APR Orientation Meeting

Activity/Action Item	Notes	Due Date
Begin Preparation of the Self Study Report	The unit chair should form a Self-Study committee composed of relevant faculty and staff to begin drafting the APR Self-Study	3 months after APR Orientation Meeting
Finalize Review Team	<p>The unit should submit a final list of reviewers and dates for the Site-Visit. The APR budget is able to support a maximum of 2 external and 1 internal reviewers. If more are desired, the unit or College will need to cover travel expenses.</p> <p>Please note: the unit is responsible for determining the availability of potential reviewers, not the APR staff. The final list of reviewers should not be submitted until the unit has confirmed their availability during the chosen dates. Following this, the APR office will contact the review team to arrange travel.</p>	6 months prior to the Site-Visit
DRAFT Self-Study Report Due	<p>Submit five (5) hard copies and a PDF, via email, to APR office</p> <p>The hard copies will be distributed to the Dean, Executive Vice President for Academic Affairs/Provost, Associate Provost for Curriculum, Director of Assessment, and the APR Specialist for review.</p>	10 weeks prior to the Site-Visit

Activity/Action Item	Notes	Due Date
Draft Site-Visit Itinerary	<p>The unit should begin determining its Site-Visit Itinerary.</p> <p>The unit may reach out to the review team for feedback and/or confirmation on finalizing the itinerary.</p>	10 weeks prior to the Site-Visit
Conduct the Pre-Visit Meeting	<p>The APR Office will initiate communication with the unit to schedule the Pre-Visit Meeting.</p> <p>The APR Office will consult with the appropriate administrative assistants in scheduling the meeting based on the availability of relevant senior administrators and the unit.</p>	8 weeks prior to the Site-Visit
Final Self-Study Report and Site-Visit Itinerary Due	<p>Submit 8 hard copies of the Self-Study Report and a PDF, via email, to the APR Office.</p> <p>The final Site-Visit Itinerary also should be submitted, via email, with the final Self-Study Report.</p> <p>The hard copies will be distributed to the Dean, Executive Vice President for Academic Affairs/Provost, Associate Provost for Curriculum, Director of Assessment, APR Specialist, and the review team (via email) at least five weeks prior to the APR Site-Visit.</p>	5 weeks prior to the Site-Visit
APR Site-Visit	The unit's review team will conduct the APR Site-Visit.	12 months following the APR Orientation Meeting
Exit Meeting	The APR Office will schedule the Site-Visit Exit Meeting either from 4:00 p.m.—5:00 p.m. for a two day Site-Visit or 11:00 a.m. -- 12:00 p.m. for a three day Site-Visit.	TBD

Activity/Action Item	Notes	Due Date
	<p>The APR Office will consult with the appropriate administrative assistants in scheduling the meeting based on the availability of relevant senior administrators and the unit.</p>	
<p>Review Team Report and <i>Review Team Worksheet</i> Due</p>	<p>The review team should submit a PDF of the Review Team Report and completed <i>Review Team Worksheet</i> to the APR Office (apr@unm.edu).</p> <p>The unit's chair will receive an email notification once these documents have been submitted.</p>	<p>6 weeks following the Site-Visit</p>
<p>Unit Response Report and Initial Action Plan Due</p>	<p>If the unit's Site-Visit took place during the fall semester, the final approved Unit Response Report and Initial Action Plan (i.e. by both the Dean and Office of the Provost) must be submitted by August 16th.</p> <p>If the unit's Site-Visit took place during the spring semester, the final approved Unit Response Report and Initial Action Plan (i.e. by both the Dean and Office of the Provost) must be submitted by December 16th.</p> <p>The APR Office will upload all unit documentation associated with the APR Process on its website at apr.unm.edu.</p>	<p>December 16th or August 16th</p>