

**APPENDIX B
TIMELINE FOR PROGRAM REVIEWS**

Please note that each unit will be provided a customized timeline in the APR Process Web Application located [here](http://apr-report.herokuapp.com/login) (i.e., <http://apr-report.herokuapp.com/login>) once its selected Site-Visit dates are entered into the web application by the APR Office. If your unit's chair has not been sent a login, please contact the APR Office at (505) 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 as well as create an account for the unit's chair in the APR Process Web Application prior to the orientation meeting.</p>	TBD
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 Process Web Application, 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	<p>The APR Process Web Application should be used to draft the Self-Study Report.</p> <p>If the unit's chair would like to provide others with access to APR Process Web Application, a request must be emailed to the APR Office including the name and privilege designation (i.e., review and/or edit) for each user.</p>	3 months after APR Orientation Meeting
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 APR, and the APR Coordinator for review.</p>	9 months after APR Orientation Meeting
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>	9 months after APR Orientation Meeting
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>	10 months after APR Orientation Meeting

Activity/Action Item	Notes	Due Date
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 and APR, APR Coordinator, and the review team (via email and USPS) at least five weeks prior to the APR Site-Visit.</p>	3 weeks following Pre-Visit Meeting
APR Site-Visit	<p>The unit's review team will conduct the APR Site-Visit.</p> <p>The APR Office will create an account for the review team in the APR Process Web Application prior to the APR Review Team Orientation Meeting.</p>	12 months following the APR Orientation Meeting
Exit Meeting	<p>The APR Office will schedule the Site-Visit Exit Meeting either from 4 p.m. to 5 p.m. for a two day Site-Visit or 11 a.m. to noon for a three day Site-Visit.</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>	TBD

Activity/Action Item	Notes	Due Date
Review Team Report and <i>Review Team Worksheet</i> Due	<p>The review team should upload a PDF of the Review Team Report and complete <i>Review Team Worksheet</i>, via the APR Process Web Application, within six weeks following the Site-Visit.</p> <p>The unit's chair will receive an email notification once these documents have been submitted.</p>	6 weeks following the Site-Visit
Unit Response Report and Initial Action Plan Due	<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>	December 16 th or August 16 th