

APIC Self-Study Timeline *(revised 2/2019)*

Fall Self-Study Timeline (reviewers visit in *fall* semester)

.5-1.0 years before the review	The department chair/program coordinator meets with the Academic Dean about progress towards finding outside reviewers.
	The department chair/program coordinator meets with the Academic Dean to go over expectations, procedures, and budget.
	The department chair/program coordinator creates a list of at least 4 possible outside reviewers to share with the Dean. From this list, at least two will be chosen and dates set.
	APIC sends a letter to each department chair and departmental members one year prior to the expected review year, informing them that their department or program is up for review and providing them a link to the resources available to them.
Spring semester	The department/program plans and holds a retreat and/or meetings to plan the self-study. Follow the APIC template for the self-study. May consult with APIC.
March	Data should be requested by the department/program for the self-study. Data available through Informer, Institutional Data Center and Registrar.
August 1	The department/program completes the internal self-study document (Program Review) and gives copies to the Dean and APIC.
	The Dean and APIC review the report and send comments back to the department/program as necessary.
September 1	The final version of the report is approved by APIC and forwarded on to the outside reviewers by the Dean's office.
September/October/November	The external reviewers visit campus, usually for two days.
After the visit	The Dean's Office receives the external reviewers' report and forwards it to the department and to APIC.
	The department/program responds to the outside review in a report to APIC that includes a summary of the external reviewers' report and the department/program response to that report.
November/December	The department/program meets with APIC.
	The department/program meets with the Dean.
	APIC Provides verbal and written response to the department in December.
	The Dean's office forwards the self-study, the external reviewers' report, the departmental/program response and the APIC response to the President and other members of the administration at the completion of the process.

Spring Self-Study Timeline (reviewers visit in *spring* semester)

.5-1.0 years before the review	The department chair/program coordinator meets with the Academic Dean about progress towards finding outside reviewers.
	The department chair/program coordinator meets with the Academic Dean to go over expectations, procedures, and budget.
	The department chair/program coordinator creates a list of at least 4 possible outside reviewers to share with the Dean. From this list, at least two will be chosen and dates set.
	APIC sends a letter to each department chair and departmental members one year prior to the expected review year, informing them that their department or program is up for review and providing them a link to the resources available to them.
Spring semester	The department/program plans and holds a retreat and/or meetings to plan the self-study. Follow the APIC template for the self-study. May consult with APIC.
April	Data should be requested by the department/program for the self-study. Data available through Informer, Institutional Data Center and Registrar.
October 15	The department/program completes the internal self-study document (Program Review) and gives copies to the Dean and APIC.
	The Dean and APIC review the report and send comments back to the department/program as necessary.
December 1	The final version of the report is approved by APIC and forwarded on to the outside reviewers by the Dean's office.
January/February/March	The external reviewers visit campus, usually for two days.
After the visit	The Dean's Office receives the external reviewers' report and forwards it to the department and to APIC.
	The department/program responds to the outside review in a report to APIC that includes a summary of the external reviewers' report and the department/program response to that report.
March/April	The department/program meets with APIC.
	The department/program meets with the Dean.
	APIC Provides verbal and written response to the department in December.
	The Dean's office forwards the self-study, the external reviewers' report, the departmental/program response and the APIC response to the President and other members of the administration at the completion of the process.