**University of Nebraska-Lincoln**

**Institute of Agriculture and Natural Resources**

**Academic Program Review**

Department of “insert department name” APR Timeline

Site Visit Dates: “insert dates”

| **Deadline** | **Timing** | **Description of what to complete** | **Person/People Responsible** |
| --- | --- | --- | --- |
| *More than one year prior to site visit* | | | |
|  | One year prior to semester in which site visit will occur | IANR APR manager and AVC FALS meet with unit leader to talk about what is expected of the APR and to lay out time-line for unit’s APR. | IANR APR manager administrative assistant schedules meeting |
| *6-12 months prior to site visit* | | | |
|  | 12 months prior to scheduled site visit | APR manager, AVC FALS, and the IANR deans meet with the unit leader, APR coordinator (if assigned) and faculty to discuss importance of the review and what they are wanting the review to accomplish. | APR manager administrative assistant schedules meeting |
|  | One year prior but no later than 9 months prior to site visit | Unit leader and/or unit’s APR coordinator works with APR manager and AVC FALS to finalize dates of the site visit. | Unit leader/APR manager and administrative assistants |
|  | No later than 30 days after the above meeting with the IANR deans | Unit leader/APR coordinator provides a list of potential external reviewers and their CV’s (approximately 6-8) to the APR manager and AVC FALS | Unit leader/APR coordinator |
|  | No later than 45 days after meeting with the IANR deans | AVC FALS seeks approval of the reviewers from the IANR senior leadership team | AVC FALS |
|  | No later than 7 months prior to site visit | Unit leader/APR coordinator contacts potential reviewers to ascertain willingness to serve on review team and inform them of dates of the site visit and expected outcomes. (APR manager may initiate contact if this best helps accomplish the purposes of the review). | Unit leader (or APR manager) |
|  | No later than 6 months prior to the site visit | AVC FALS sends formal invitation to those agreeing to participate on the review team | AVC FALS and AVC FALS administrative assistant |
|  | As soon as review team is confirmed | Using template, APR Manager records name, position, affiliation and role of each member of the APR team and provides the document to the UNL APC (informing the APC of the dates of the site visit) and to each member of the team. | APR Manager |
| *0-6 months prior to site visit* | | | |
|  | 90 days prior to scheduled site visit start date | Unit leader/APR coordinator submits program self-study to APR manager, who forwards it to the AVC FALS and deans for review and feedback | Unit leader and APR manager |
|  | No later than 60 days prior to the site visit | Meeting with AVC FALS, APR manager, deans, unit leader/APR coordinator to provide feedback and direction *(if needed)* on the document. | APR manager administrative assistant schedules |
|  | No later than 30 days prior to the site visit | Unit leader/APR coordinator sends final version of self-study to APR manager and AVC FALS. | Unit leader/APR coordinator |
|  | No later than 30 days prior to the site visit | IANR APR manager sends final version of self-study to external review team. | IANR APR Manager |
|  | No later than 30 days prior to the site visit | Unit leader/APR coordinator distribute self-study to unit faculty and staff. | Unit leader/APR coordinator |
| *After site visit* | | | |
|  | No later than 30 days after site visit | Site visit team submits report to APR manager within 30 days of the site visit that documents their observations, responses to questions, and recommendations. | Site visit team |
|  | On receipt of report. | Manager forwards the site visitors’ report to AVC FALS, deans, and APC. | APR manager |
|  | Between 31-37 days of the site visit | AVC FALS, APR manager, and deans meet with unit leader to discuss site visitor team final report. | APR manager administrative assistant schedules |
|  | No later than 60 days after site visit | Unit leader/APR coordinator submit a (draft) report that documents what they learned from the site visit and describes plan for addressing recommendations. Report is submitted to the APR manager | Unit leader/APR coordinator |
|  | Between 61-67 days after the site visit | AVC FALS, APR manager, and deans meet with the unit leader to discuss unit’s response. | APR manager administrative assistant schedules |
|  | Within two weeks of the meeting with the deans | The final version of the unit’s response is due to the APR manager | Unit leader |
|  | On receipt of unit’s response | APR manager forwards unit’s response to AVC FALS and deans. | APR manager |
|  | No later than 90 days after site visit | Deans provide response to the unit’s follow-up plan to the IANR vice chancellor (draft prepared by the APR manager) | APR manager writes  Deans review and edit |
|  | On completion of the deans’ response letter | APR manager forwards the deans’ and department responses, and the site visit team’s report to the APC, informing them that the APR is complete. | APR manager |
|  | No later than 120 days after the site visit | For academic units, IANR vice chancellor sends a letter to chancellor (written by APR manager) acknowledging completion of the APR. | APR manager writes draft  IANR vice chancellor submits letter (vice chancellor’s administrative associate) |
|  | April | For centers, Office of the Associate Provost sends a spreadsheet of centers requesting status of the APR | Assistant to associate provost |
|  | Early August | For centers, APR manager completes and returns the spreadsheet of the status of center reviews to associate provost | APR manager |
|  | One year after final report is submitted | AVC FALS meets with unit leader to follow up about the review and what the unit is doing in response | AVC FALS administrative assistant schedules |

Note: Research, Extension and Education Centers are reviewed according to the timeline for APRs, however, these reviews do not need to comply with APC guidelines because REECs are not considered either centers or academic programs.