Step APR Timeline

If a review date of **September 18-20** is selected by the academic unit and dean, this is the associated APR timeline.

**Step 1 - By June 10**
(same, regardless of review dates)

- Provost Office creates a Self Study template for the unit in HelioCampus.
- IRSA uploads the data pack into the linked Evidence Bank. Supplemental reports follow, as available.

**Step 2 - By August 7**
(5 weeks prior to review team visit)

- Academic unit prepares the self-study using the template in HelioCampus; at mid-cycle, this is an update report from the last full program review that will be uploaded into HelioCampus.

**Step 3 - By August 14**
(4 weeks prior to review team visit)

- Reviewers are given access to HelioCampus, where they view the visit schedule, self-study, and reports.

**Step 4 - By August 21**
(3 weeks prior to review team visit)

- Deans, Provost, provost office staff, members of central administration are given access to HelioCampus.

**Step 5 - September 18-20**

- Review team visit
  (dates are selected by the academic unit and its dean)

**Step 6 - By October 20**
(1 month after the review team visit)

- Review team report is due to the Coordinator; initial follow-up meeting of unit head and dean is scheduled

**Step 7 - By November 20**
(1 month after the report is received)

- Academic unit's response to the review team's report is due to the Coordinator

**Step 8 - By December 20**
(1 month after the response is received)

- Academic unit head's summary/plan is due to the Coordinator; this document will be the focus of the next mid-cycle review to assess progress toward goals