8 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