

8 Step APR Timeline

First, select review dates with your dean. Consider the UT Knoxville academic calendar and other events in your field to avoid conflicts.

Step 2 - _____ (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 4 - _____ (3 weeks prior to review team visit)

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

Step 6 - _____ (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 8 - _____ (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

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 3 - _____ (4 weeks prior to review team visit)

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

Step 5 - _____

START HERE: Review team visit
(dates are selected by the academic unit and its dean)

Step 7 - _____ (1 month after the report is received)

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