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 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 - ________________**
*(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 - ________________**
*(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 - ________________**
*(3 weeks prior to review team visit)*
- Deans, Provost, provost office staff, members of central administration are given access to HelioCampus.

**Step 5 - ________________**
*START HERE: Review team visit*
*(dates are selected by the academic unit and its dean)*

**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 7 - ________________**
*(1 month after the report is received)*
- Academic unit's response to the review team's report is due to the Coordinator.

**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.