**Academic Administrative Area Reviews – Spring External Visits**

*Note: Numbered instructions are meant to be followed in order.*

**1. Notification of APR: Three semesters prior to visit. (Fall 2022 for Spring 2024):**

**Director**: Notified of the completion date for the internal self-study and external review/site visit of the APR by the APR coordinator.

* Internal self-studies for spring external visits are due no later than *November 15* in the year immediately preceding the scheduled external visit.

**2. Select Internal Self-Study Team: October-December:**

* 1. **Director:** Chooses the chair of internal self-study team.
	2. **Director and Chair:** Choose internal self-study team.
	3. **Director’s Supervisor:** Approve the composition of the internal self-study team.

**3. Write Internal Self-Study Report: January-November 1:**

*Note: APR Coordinator is available to meet with Director and/or Internal Self-Study Team before and during the development of the internal self-study.*

1. **Internal Self-Study Team:** Consults with the office of the Vice Provost for Faculty Affairs and Curriculum to develop an appropriate self-study template. *Note: Recommendations of national organizations/professional bodies should be considered in developing the template.*
2. **Internal Self-Study Team:** Develops an APR timeline in consultation with APR coordinator.
3. **Internal Self-Study Team:** Assigns responsibilities for writing sections of the APR.
4. **February 15 Internal Self Study Team:** Develop the critical questions and specific areas for review by the external review team.
5. **Internal Self-Study Team:** Gathers necessary documentation.
6. **Internal Self-Study Team:** Writes internal self-study report.
7. **APR Coordinator and Director:** Establish a date for external review.
8. **Early November Internal Self-Study Team:** Submits the completed internal self-study report, including potential consultants, to the director and director’s supervisor for review.
9. **November 15 Director:** Submits the completed internal self-study report by uploading all documents to Microsoft Teams created by APR Coordinator

**4. Select External Consultants-November 15 - January 15:**

1. **Vice Provost for Faculty Affairs and Curriculum or designee**: Consults with APR coordinator and director to discuss the submitted critical questions, focus of the external review and the external consultants**.**
2. **Vice Provost for Faculty Affairs and Curriculum or designee**: Approves scope of review and consultants or suggests a need for alternatives to participate in the external review.
3. **APR Coordinator:** Communicates consultant invitation details to the director.
4. **Director:** Extends invitations to the approved nominees regarding availability and interest. Invitations must be issued at least eight weeks in advance of the external review/site visit. *After extending the invitations to the external consultants and receiving acceptances, the director turns communications with the consultants over to the APR Coordinator and Academic Resources Fiscal Coordinator to handle all logistics.*

**5. Coordinate External Review: November 15 - mid-April:**

1. **APR Coordinator and Academic Resources Fiscal Coordinator:** Contact approved consultants to confirm logistics (i.e., lodging, transportation, honorariums, schedule).
2. **APR Coordinator and Director:** Develop external review schedule and assign responsibilities.
3. **APR Coordinator:** Assures consultant access to Microsoft Teams at least four weeks in advance of the external review/site visit.
4. **External Consultants**: **By mid-April:** Meet with campus stakeholders during the external review/site visit.
5. **External Consultants**: Write report, due within two weeks after external review/site visit.
6. **ER Chair**: **Two Weeks after Review Completed:** Sends finished report to the APR Coordinator
7. **APR Coordinator**: Distributes report via email to appropriate parties

**6. Finalize the Review: Four Weeks after Receiving External Report:**

1. **Director:** After review and approval by the director’s supervisor,sends action plan/external report response to the APR Coordinator. *Note: Response should include action plan to incorporate recommendations.*
2. **APR Coordinator**: Sends acknowledgement email to Provost, director and director’s supervisor.
3. **AVP**: Meets with the dean of the college to review the external report and response.
4. **Director:** Updates the APR objective in the JMU STAR Tool.
5. **Director:** Communicates progress regarding objectives yearly as part of annual reports.

 **7. Interim Report: (Approximately) Four Years after External Review/Site Visit**

1. **Director:** Receives notification of Interim Report (IR) six months prior.
2. **Director, Program Faculty**: Using IR outline provided in Guidelines, prepare report for review by dean
3. **Director**: Submits IR to APR Coordinator at the same time as annual report is submitted.
4. **APR Coordinator:** Sends acknowledgement email to Provost, director and director’s supervisor; optional request for modifications
5. **Director**: Prepares and submits requested modifications to the APR Coordinator.
6. **AVP**: Communicates with the dean of the college.
7. **APR Coordinator**: Sends acknowledgement email to Provost, director and director’s supervisor.

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