# Instructions and Timelines

## Degree Granting and Other Academic Program Reviews – Fall External Visits

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

**1. Notification of APR: Two semesters prior to visit. (Fall 2022 for Fall 2023 visit):**

**Dean and Academic Unit Head (AUH)**: 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 fall external visits are due no later than April 15 in the spring immediately preceding the scheduled external visit.

**2. Select Internal Self-Study Team: August-September:**

1. **AUH:** Choose the chair of internal self-study team.
2. **AUH and Chair:** Choose internal self-study team.
3. **Dean:** Approve composition of internal self-study team.

**3. Write Internal Self-Study Report: October-April 1:**

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

1. **Internal Self-Study Team:** Reviews APR guidelines and selects appropriate type of review (Degree Granting, Interim, Accredited or Administrative). If an interdisciplinary program, modifies outline and determines composition of internal team as necessary.
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. **November 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 AUH:** Establish a date for external review.
8. **Early April Internal Self-Study Team:** Submits the completed internal self-study report, including potential consultants, to the AUH and dean for review
9. **April 15 AUH:** Submits the completed internal self-study report by uploading all documents to a Microsoft Teams created by the APR Coordinator.

**4. Select External Consultants: April 15-July 15:**

1. **Vice Provost for Faculty Affairs and Curriculum or designee:** Consults with APR Coordinator and dean on 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 alternates.
3. **APR Coordinator:**Communicates consultant invitation details to the AUH.
4. **AUH:** Extends invitation 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 AUH turns communications with the consultants over to the APR Coordinator and Academic Resources Fiscal Coordinator to handle all logistics.*

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

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

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

* 1. **AUH:** After review and approval by the dean, sends action plan/external report response to the APR Coordinator. *Note: Response should include action plan to incorporate recommendations.*
  2. **Provost, Vice Provost for Faculty Affairs and Curriculum or designee, dean, AUH:** Receive the action plan/external report response from the APR Coordinator
  3. **AVP:** Meets with the dean of the college to review the external report and response.
  4. **AUH:** Updates the APR objective in the JMU STAR Tool.
  5. **AUH:** Communicates progress regarding objectives yearly as part of annual reports.

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

1. **AUH:** Receives notification of *Interim Report* (IR) six months prior.

2**. AUH, Program Faculty**: Using IR outline provided in Guidelines, prepare report

3**. AUH**: Submits IR to APR Coordinator at the same time as annual report is submitted to dean.

4. **Provost, Vice Provost for Faculty Affairs and Curriculum or designee, dean, AUH**: Receive the IR; option to request modifications

5**. AUH**: Prepares and submits any requested modification to the APR Coordinator.

6. **AVP**: Communicates with the dean of the college.

7**.** **APR Coordinator**: Sends acknowledgement email to the Provost, AUH and dean.