



Texas Southern University

Academic Program Review (APR)

Planning Checklist for Program Review Site Visits

√	Completed by	Action to be completed	Comments/Responsible Party
	September 1	Notify Department/Program of Impending Review	Academic Affairs (Associate/Assistant Provost)
	September 1 – December 1	Department/Program Undergoes a Self- Study	Academic Departments Chairs solicit faculty input & send final report to Dean for approval prior to completing study
	November 1	Selection of External Reviewers <ul style="list-style-type: none"> • Department chooses 1, Dean’s Office chooses 1, and Provost chooses 1 • Obtain a CV and a professional sketch for each reviewer • Collect contact information such as email, phone/fax & mailing address 	Academic departments will provide names and professional sketches to the Office of the Provost. Provost will inform department of the selected reviewers. (*External Reviewers’ availability to participate in site visit during February must be <u>confirmed</u> prior to sending names to the Provost.)
	November 1	Establish February Dates for the Site Visit in the following Spring <ul style="list-style-type: none"> • Plan on 2 – 3 days on campus • Contact external reviewers to confirm their availability • Reserve dates on the provost’s calendar 	Approval of External Reviewers by Academic Department Chairs, Deans & Provost
	December 1	Final self-study due to the Dean, Provost’s Office, and External Review Team	Department submits final self-study to Provost’s Office (Associate/Assistant Provost). Self-study reports submitted to external review team electronically by Associate/Assistant Provost.



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	December 1-February 1	Establish and Finalize external reviewers' travel arrangements.	Travel arrangements made within the academic areas: CBA's/ Departments work directly with External Reviewers.
	February 1	External Review Team Site Visit	Department should schedule meetings with Department Chair, Dean; faculty, staff, students; the Undergraduate Curriculum Council, Registrar, Library, Institutional Assessment, Planning & Effectiveness (IAPE). Exit Interview should be scheduled for last day of visit with the Provost, Associate Provost/ Associate & IAPE.
	March 1	Written Report from Site Visit by External Review (ER) Team	The External Reviewers' report should be submitted to Provost's Office and Dean. (*Honorarium processing for the External Reviewers should not be done by the CBA until the ER report is received). The External Reviewers report should be written as a group by all 3 reviewers; it is recommended that one be appointed as the coordinator of this effort.
	April 1	Department/Program's Response to Reviewers' Written Report	When the External Reviewers' report is received, the Department Chair/Faculty will within a month write a report in response to the External Reviewers' findings/recommendations. If the department does not respond within a month, the provost will commence with meetings with the dean and department chairs to discuss the external reviewers' reports.



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	May 1	Provost's Final Written Report to Dean and Department	Provost's Office (Associate/Assistant Provost) & IAPE will meet with Dean and Department Chair to review overall findings and future planning.
	June 1	Provost's Report Submitted to President	Provost's Office (Associate/Assistant Provost) prepares a report for the Provost's input and approval. The Final Report is submitted to the President.