

**Texas Southern University**

**Academic Program Review (APR)**

Planning Checklist for Program Review Site Visits

√	Action to be completed	Completed by
	<b>Notify Department/Program of Impending Review</b>	September 1
	<b>Department/Program Undergoes a Self Study</b>	September 1 – December 1
	<b>Selection of External Reviewers</b> <ul style="list-style-type: none"> <li>• Department chooses 1, Dean’s Office chooses 1, and Provost’s Office chooses 1</li> <li>• Obtain a professional sketch for each reviewer</li> <li>• Collect contact information such as email, phone/fax &amp; mailing address</li> </ul>	November 1
	<b>Establish Dates for the Site Visit</b> <ul style="list-style-type: none"> <li>• Plan on 2 – 3 days on campus</li> <li>• Contact external reviewers to learn their availability</li> <li>• Reserve dates on the Provost’s calendar</li> <li>• Notify people in the program being reviewed to be sure that proposed timing works for them</li> </ul>	November 15
	<b>Self Study Due to the Dean, the Office of Provost, and External Review Team</b>	December 1
	<b>External Review Team Site Visit</b>	February 1
	<b>Written Report from Site Visit by External Review Team</b>	March 1
	<b>Department or Program’s Response to Reviewers’ Written Report</b>	April 1
	<b>Provost’s Final Written Report to Dean and Department</b>	May 1