



**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	<b>Notify Department/Program of Impending Review</b>	<b>Academic Affairs/ Institutional Assessment, Planning &amp; Effectiveness (IAPE)</b>
	September 1 – December 1	<b>Department/Program Undergoes a Self- Study</b>	<b>Academic Departments Chairs solicit faculty input &amp; send final report to Dean for approval prior to completing study)</b>
	November 1	<b>Selection of External Reviewers</b> <ul style="list-style-type: none"> <li>• Department chooses 1, Dean’s Office chooses 1, and Provost chooses 1</li> <li>• Obtain a CV and a professional sketch for each reviewer</li> <li>• Collect contact information such as email, phone/fax &amp; mailing address</li> </ul>	<b>Academic departments will provide names and professional sketches to the Office of the Provost and Office of IAPE. Provost will inform department &amp; IAPE 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.)</b>
	November 1	<b>Establish February Dates for the Site Visit in the following Spring</b> <ul style="list-style-type: none"> <li>• Plan on 2 – 3 days on campus</li> <li>• Contact external reviewers to confirm their availability</li> <li>• Reserve dates on the provost’s calendar</li> </ul>	<b>Approval of External Reviewers by Academic Department Chairs, Deans &amp; Provost</b>
	December 1	Final self-study due to the Dean, IAPE, and External Review Team	<b>Department submits final self-study to Institutional Assessment Planning and Effectiveness (IAPE). IAPE will review the report and correspond with department within 2 weeks of receiving self-study with any suggestions needed. IAPE will submit the reports to the external review team, either electronically or hard copy via mail (external reviewers’ preference will be requested). Name and mailing</b>

			<b>address of external reviewers to be provided to IAPE by Department.</b>
	December 1- February 1	<b>Establish and Finalize external reviewers' travel arrangements.</b>	<b>Travel arrangements made within the academic areas: CBA's/ Departments work directly with External Reviewers.</b>
	February 1	<b>External Review Team Site Visit</b>	<b>Department should schedule meetings with Department Chair, Dean; faculty, staff, students; the Undergraduate Curriculum Council, Registrar, Library, IAPE. Exit Interview should be scheduled for last day of visit with the Provost, Associate Provost/ Associate Vice President for Academic and Faculty Affairs &amp; IAPE.</b>
	March 1	<b>Written Report from Site Visit by External Review Team</b>	<b>The External Reviewers' report should be submitted to IAPE, Dean and Associate Provost/ Associate Vice President for Academic and Faculty Affairs. (*Honorarium processing for the External Reviewers (ER) should not be done by the CBA until the ER report is received). The ER report should be written as a group by all 3 reviewers; it is recommended that one be appointed as the coordinator of this effort.</b>
	April 1	<b>Department/Program's Response to Reviewers' Written Report</b>	<b>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</b>

			<b>a month, the provost will commence with meetings with the dean and department chairs to discuss the external reviewers' reports.</b>
	May 1	<b>Provost's Final Written Report to Dean and Department</b>	<b>Provost, Associate Provost/ Associate Vice President for Academic and Faculty Affairs &amp; IAPE will meet with Dean and Department Chair to review overall findings and future planning.</b>
	June 1	<b>Provost's Report Submitted to President</b>	<b>Associate Provost prepares a report for the Provost's input and approval. The Final Report is submitted to the President.</b>