

**APPENDIX B  
TIMELINE FOR PROGRAM REVIEWS**

<b>WHEN DUE</b>	<b>ACTIVITY ITEM/ACTION</b>	<b>PARTICIPANTS/ WHO IS RESPONSIBLE</b>	<b>DISTRIBUTION</b>
One year before the site visit is scheduled	Orientation meeting for all Units undergoing review <i>(Page 4)</i>	Unit Head, University Accreditation Director, APR Specialist Institutional Research Representative Other members of the unit as determined by Unit Head	
Nine months before site visit	Select self-study committee and begin self-study <i>(Page 4)</i>	Unit Head, Faculty Other stakeholders charged with the responsibility for preparing the unit's self-study document	
Eight months before site visit	Select review team and dates for review team visits. <i>(Page 5,6)</i>	Unit Head Submit the "Nomination Form for Potential Review Team Members" to APR Specialist signed by College/School Dean (Appendix C)	Unit College/School Dean , Associate Deans, University Accreditation Director APR Specialist
2-3 months before site visit	A "draft" copy of Self-study report and key questions are submitted and distributed for review and feedback 21 copies <i>(Page 5)</i>	Unit Head and ARP Specialist	Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist

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Two months before site visit	Pre-visit meeting for self study review  (Page 5)	Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist, and UNM member of the review team	
3 - 4 weeks before site visit	Distribute final draft of self study report 25 copies and a PDF copy which is published on APR website	Unit head and APR Specialist	Review team, Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Deputy Provost, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist
One month before site visit	Arrange itinerary for site visit	APR Specialist and Unit	

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Last day of site visit	Review Team Exit Meeting  <i>(Page 6, 7)</i>	Review team, Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Deputy Provost, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist	
Within six weeks after site visit	Report is submitted by Review Team and distributed  <i>(Page 7)</i>	APR Specialist and Review Team	Provost/Executive Vice President for Academic Affairs Unit College/School Dean, Associate Dean(s), Vice Provost Academic Affairs, Unit Head, University Accreditation Director
Within three months after receipt of report	Prepare a written response and preliminary action plan.  <i>(Page 8)</i>	Unit Head College/School Dean APR Specialist	Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist

WHEN DUE	ACTIVITY ITEM/ACTION	PARTICIPANTS/ WHO IS RESPONSIBLE	DISTRIBUTION
Within six months after written response	Post review meeting <i>(Page 8)</i>	Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist	
As specified	Action Plan filed <i>(Page 9)</i>	Unit Head in consultation with relevant Provost Office Staff	
As specified	Action Plan updates	Unit Head	
Three years after completion of the Unit review	Mid point review <i>(Page 9)</i>	Unit Head	Self-study committee chair, Provost/Executive Vice President for Academic Affairs or designee, Vice Provost for Academic Affairs, Unit College/School Dean and appropriate Associate Deans, Vice President for Research or designee, Dean of Graduate Studies (or designee), as applicable; University Accreditation Director, Outcomes Assessment Planning Manager, UNM member of the review team, Unit Head (and others to represent undergraduate and graduate aspects of the Unit), Representatives of the Faculty Senate Graduate, Undergraduate and Curricula Committees, APR Specialist