



## Academic Program Review (APR) Cycle and Tentative Schedule Class of 2017-18

<b>March 2017</b>	colleges review seven-year APR schedule; contact academic affairs (AA) with any concerns
<b>March/April 2017</b>	college and program representatives attend AA program review orientation
<b>May 26, 2017</b>	college submits recommendations for external consultants to AA for Program Review Committee (PRC) consideration (format provided by AA)
<b>June 9, 2017</b>	deadline for college, AA, and Institutional Knowledge Management (IKM) to jointly resolve APR trend data questions
<b>June and July 2017</b>	PRC reviews and ranks consultant nominations; AA procures consultants
<b>June 30, 2017</b>	supplemental review materials due to AA (send via USB to Coral Rojas in MH-338), including, as applicable: current faculty CVs; college and department strategic plans; representative sample of course syllabi, program handbook(s); faculty annual evaluation standards and procedures; faculty workload policies; promotion and tenure standards; most recent program accreditation or certification results and recommendations; representative sample of UG and grad theses and dissertations, other supplemental review materials (see complete list provided by AA)
<b>July 14, 2017</b>	college submits reports of major program changes since last review (for BOG) and response to recommendations from prior review (for BOT) to AA (format provided by AA)
<b>August 4, 2017</b>	IR re-releases APR trend data to include refreshed/missing 2016-17 data
<b>August 11, 2017</b>	graduate faculty (re-)nominations due to College of Graduate Studies (renewal required for all) ( <i>contact: Ms. Emily Stettner</i> )
<b>September 1, 2017</b>	college submits <i>Contributing Faculty Activity Worksheet(s)</i> to AA
<b>October 6, 2017</b>	college submits self-study report(s) to AA
<b>October/November 2017</b>	AA disseminates review materials to consultants
<b>November 17, 2016</b>	2016-17 institutional effectiveness results and 2017-18 institutional effectiveness plans due to AA for dissemination to consultants
<b>Fall 2017 and early Winter 2018</b>	consultant site visits (itineraries finalized sufficiently in advance of visit)
<b>February and March 2018</b>	AA disseminates consultant reports to units
<b>March 2018</b>	colleges and PRC separately review materials and prepare draft list of program strengths, weaknesses, and recommendations*
<b>April and May 2018</b>	PRC, college, and department/unit collaboratively develop final recommendations
<b>May 2018</b>	PRC finalizes recommendations for provost's review
<b>June/July 2018</b>	college dean discusses recommendations with provost or designee during standing appointment
<b>September 2018</b>	AA submits review results summaries to UCF Board of Trustees' (BOT) Educational Program's Committee (EPC) – dean should plan to attend in case of questions
<b>December 2018</b>	AA submits review results summaries to Florida Board of Governors
<b>Summer/Fall 2019</b>	dean provides implementation status update to EPC (requires completion of a brief status report approximately six weeks prior, in a format provided by AA)

\*Prior to preparing draft recommendations, colleges should work with department leadership to review self-studies, program review trend data, and consultants' reports. Please consider the five elements of program review (centrality, quality, comparative advantage, demand, and cost) and develop program strengths, weaknesses, and recommendations for program improvement.