Process of the APR:

- The Provost meets with the department chair and others to charge them with the following tasks: prepare the APR for the department in the coming academic year; appoint a committee, including one individual to serve as chair, to oversee and guide the preparation of the APR and to meet the relevant deadlines. (Timeframe: April/May of prior academic year)

- Departmental committee is convened and is formally charged by the Provost prior to the end of the academic year. (Timeframe: May of prior academic year)

- Committee prepares timeline for completing the APR, including benchmarks for completing specific tasks. The committee meets with the Provost review these materials and they agree on the final timeline for the department, including dates for benchmarks: data gathering; completion of initial draft; review and comment of draft; submission of report to Provost; review and/or visit by external reviewer; submission of final report; final meeting with Provost. (Timeframe: May/June of prior academic year)

- During the summer, the committee organizes for the task and begins the process of identifying specific data and materials to collect, prepare interview protocols (as appropriate), etc. (Timeframe: June/July/August of prior academic year)

- Committee meets with and works with other offices (e.g., OAA, OIR, SDEM, Admissions, Financial Aid, Human Resources, Budget, etc.) to obtain necessary materials and/or data. (Timeframe: September/October of academic year)

- Preparation of the draft report. (Timeframe: November/December of academic year)

- Draft report is provided to all faculty members in the department for review and comment. (Timeframe: January of academic year)

- Final report is submitted to the Provost with the names of between three and five individuals who have agreed to serve as external reviewers. (Timeframe: February of academic year)

- Provost selects external reviewer(s) for site visit(s). (Timeframe: February/March of academic year)

- Following site visit(s), the external reviewer(s) submit their final report(s). (Timeframe: March/April of academic year)

- Final meeting with the committee (or possibly the entire department) and Provost to review the findings of the reports and external reviewers and develop action goals for the coming academic year. (Timeframe: April/May of academic year)
• Brief follow-up report on the implementation of the action goals and their impact.
  (Timeframe: May of succeeding academic year)