

**NORTHERN ARIZONA UNIVERSITY
ACADEMIC PROGRAM REVIEW
CHECKLIST FOR ACADEMIC UNITS**

- Review Academic Program Review documents.
- Academic unit forms Program Review/Self-Study Committee.
- Unit Self-study Committee reviews the Program Review Guidelines.
- Unit Self-study Committee and Chair orientation workshop with Vice Provost-Undergraduate Studies (VP-UG).
- Unit Self-study Committee drafts the self-study.
- Unit Chair recommends potential external consultants to Dean.
- Dean forwards recommendation for external consultants to VP-UG.
- Provost makes selection of external consultants.
- VP-UG sends formal letter of invitation and guidelines to external consultants.
- Dean and VP-UG reviews draft self-study.
- Academic unit revises/completes self-study.
- Unit sends 3 copies of finalized self-study document to VP-UG office.
- Unit develops alternate dates for site review.
- Unit Chair contacts external consultants to arrange schedule for site visit.
- Unit sends self-study document to external and faculty consultants.
- Unit Chair develops site visit schedule and distributes to the Dean and VP-UG.
- External consultants conduct their site visit and review.
- External consultants' final written report is distributed to the Provost, Vice Provosts, Dean & Chair/Director.
- External review report is shared with academic unit faculty.
- Academic unit and Dean's optional response to consultant's report submitted to the Provost and VP-UG.
- Schedule action plan meeting with unit Chair, Dean, VP-UG, and Provost.