

Guidelines for Program Review Progress Reports

In keeping with the Academic Program Review policy (189), academic units should submit a progress report on their program review action plan between 12 to 15 months after Senate approval of the Dean's Summary Report.

The progress report should speak to each item in the academic unit's action plan, and should identify specific progress completed to date, and/or outline specific plans for addressing an item going forward. A rationale should be provided for any action items the unit has not been able to address.

Since the progress report will become a public document, care should be taken to protect the confidentiality of faculty, staff and students. In general, please use position titles or roles rather than personal names. Exceptions can be made when citing names related to publications, events or achievements already in the public domain.

The progress report will be reviewed by the Dean and Provost. It will then be included as an information item to APPC and Senate and posted on the Program Review website.