

## Procedure for Submission of Program Review Progress Reports

The official start date for implementation of a unit's action plan is Senate's approval of the Dean's Summary Report. In keeping with the Academic Program Review policy (189), academic units should submit a progress report on the action plan to the Dean between 12 to 15 months after Senate approval. The progress report will be reviewed by the Dean and the Provost, and included as an information item to APPC and Senate. The progress report is a public document and will be posted on the Program Review website, so care should be taken to ensure confidentiality.

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 also be provided for any action items the unit has not been able to address.

The procedure for submission of progress reports is as follows:

