Academic Program Review Timeline at Qatar University

Month	Objective	Input	Process	Output
Sept (current financial year)	To notify and confirm the scheduled program review with program heads	Notification letter to the selected programs to be reviewed next fall; confirmation form	**VPCAO Office** sends the input documents to the selected programs; programs notify back of their acceptance or requested justified review delay request	Notification letter; filled confirmation form
Oct (current financial year)	To introduce the APR process and requirements to the scheduled program(s)	Orientation meeting and APR related material (template, criteria, etc); confirmation form	APLOA Office organizes orientation meeting in collaboration with selected programs; covering the processes; clarifying issues	Raised level of awareness of the process and requirements
Oct-Feb (current and new financial year)	To complete the Self Study Report (SSR) by program(s)	APR templates, policy & procedures; needed data from OIPD; **learning outcome assessment data and evaluation**; documented continuous improvement actions from previous assessment results	**Program committee/team** obtains data from OIPD; writes the self study report; submits the report to VP-CAO Office	**Completed Self Study Report**
Mar (new financial year)	To conduct a preliminary review of the SSR and recommend course of action	Completed SSR; criteria for evaluation; other material as submitted by the program	APR&CE Committee reviews the SSR and related material; makes recommendations to the VP-CAO on course of action	Recommendations
Mid-May (new financial year)	To conduct a peer review of the program	The completed SSR; criteria for evaluation; other material as submitted by the program	Peer reviewers (internal or external) review the SSR, criteria and other material, conduct a visit if applicable; submit the peer review report to the VP-CAO	Peer Review Report
June (new financial year)	To decide on improvement actions and implementation plans	Peer review report	Program faculty discuss the peer review report; and develop a **Program Improvement Plan** capturing: proposed improvement actions; detailed **action plans** for each proposed improvement action; identified actions that don't require resources; identified actions that require **additional resources**	Program Improvement Plan

Sept (new financial year)	To approve Program Improvement Plan by the VP-CAO	Program Improvement Plan	VP-CAO reviews and discusses the Program Improvement Plan with concerned programs and takes decision	**Approved Program Improvement Plan**
Oct (new financial year)	To support planned improvement actions with resources	Approved Program Improvement Plan; current available fund; **planned budget enhancements**	Program head arranges with the dean to search and allocate for actions from current fund; program head proposes budget enhancement for actions from next years' budget(s) reaching for Budget Cmt approval	Approved budget enhancement requests
Nov. until the next scheduled review	To follow up on the implementation of the approved Program Improvement Plan	Approved Program Improvement Plan; approved budget enhancement requests	APLOA office in collaboration with concerned programs is to follow-up on the adopted action plans for improvement actions and **actual improvements**	Periodic progress report

APLOA: Academic Program & Learning Outcomes Assessment.