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**COMMITTEE ON ACADEMIC PLANNING AND REVIEW**

18-19 CAPR 17  
Thursday, February 21, 2019

**TO:** The Academic Senate

**FROM:** The Committee on Academic Planning Review (CAPR)

**SUBJECT:** 18-19 CAPR 17: CAPR Approval of timeline for submission and review of CAPR annual reports

**PURPOSE:** For Action by the Academic Senate

**ACTION REQUESTED:** Acceptance of the timeline for submission and review of CAPR annual reports

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**BACKGROUND:**

At its meeting on February 21, 2019, CAPR approved the timeline for submission and review of CAPR annual reports. This revised timeline reflects requests from the Provost to move the deadline for annual reports from the former date of “the end of Fall semester” to October 1<sup>st</sup> in the Fall semester. This provides for ample time for CAPR members to review annual reports and provide a summary of resource and tenure line requests, along with reports on assessment progress, to be provided to the Provost by November 1<sup>st</sup> of the Fall semester. The revised and approved timeline is attached. CAPR requests immediate implementation of this timeline in order to inform all programs in a timely fashion for the next report cycle. Note: the timeline for the 5-year review remains the same as stated in the CAPR policies document.

The current timeline can be seen highlighted in yellow at the bottom of page 6 within the [Academic Program Procedures](#) document.

The proposed revised timeline for Annual Report submissions can be found online at: [CAPR homepage](#) > [Academic Program Review Procedures and Information](#) > [Annual Report deadlines](#)

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Revised CAPR Annual Report deadlines  
Approved by CAPR on Thursday February 21<sup>st</sup>, 2019  
Pending Academic Senate approval

1. Annual reports due to CAPR by October 1<sup>st</sup> of the Fall semester.
2. Preliminary recommendations from CAPR due to Provost by November 1<sup>st</sup> of the Fall semester.
3. Provost gives Deans his recommendations by December 1<sup>st</sup> of the Fall semester.
4. Deans provide Provost with their recommendations by February 1<sup>st</sup> of the subsequent Spring semester.
5. Provost allocates tenure-track positions by February 28<sup>th</sup> of the subsequent Spring semester.