**Step 3: Follow-up to Consultants' Visit**

1. The reviewers' final written report should be sent directly to the Dean/Associate Dean for distribution to the department.
2. The department will prepare a written response to the reviewers' report and give it to the Dean within three weeks of receiving the report. The department should respond to statements and recommendations made by the review team. (e.g. What does the unit consider priorities? What strategies could be used to address reviewers’ recommendations? Which recommendations do not seem useful, desirable, or relevant?)
3. A meeting to discuss the reviewers' report with the department will be scheduled by the Dean/Associate Dean approximately within two weeks of receipt of the department’s response.
4. In turn, the Dean/Associate Dean shall provide a written response to the department afterwards but within approximately three weeks.
5. By September 1 of the year following the review, the department must provide a copy of the self-study report, the consultants’ report, departmental response, and the written comments of the Dean/Associate Dean for submission to Academic Affairs.
6. Improvement initiatives resulting from the Academic Program Review process should be incorporated into the department/program planning document and progress should be reported during the annual reporting cycle.