**Guide to Academic Program Review (APR) process overview**

Accommodates programs administered within a School, a Faculty or across Faculties and allows flexibility for different program structures and review processes.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Responsibility</th>
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<tbody>
<tr>
<td>Prepare for Review</td>
<td>Approves APR Panel membership and Terms of Reference</td>
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<tr>
<td>Conduct APR and prepare report</td>
<td>Coordinates development of Review submission</td>
</tr>
<tr>
<td>Response</td>
<td>Prepares post-review response</td>
</tr>
<tr>
<td>Implementation plan</td>
<td>Prepares implementation plan progress report</td>
</tr>
<tr>
<td>Implementation</td>
<td>Receives the implementation plan progress report and ensures actions are fulfilled</td>
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</tbody>
</table>

**Roles and Responsibilities**

- **AD(Academic) and/or President AB**
  - Approves APR Panel membership and Terms of Reference

- **Executive Dean(s) (ED)**
  - Endorses APR Panel membership and Terms of Reference

- **Program Convenor/Plan Convenor/s**
  - Coordinates development of Review submission

- **Head/s of School (HoS)**
  - Conducts review and prepares report for the AAD

- **APR Panel**
  - Prepares and/or considers post review response and identifies priorities for the implementation plan

- **Faculty TLC or ABSC**
  - Advises AAD on APR ToR and Panel membership

- **DVC(A) Provost VC**
  - DVC(A) may be consulted on ToR; DVC(A), Provost and/or VC may nominate themes for APR

**Additional Information**

The term **Appropriate Authorised Delegate (AAD)** caters for different structures within Faculties and varied processes for reviews of programs administered within a School, Faculty or across Faculties. The AAD represents the next higher level of academic oversight in decision-making relating to APRs and could be the Executive Dean, AD(Academic) or President Academic Board.