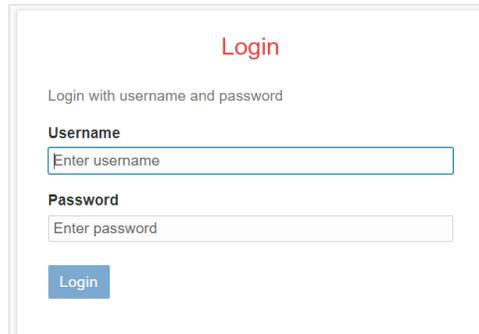

Instructions to Upload Academic Program Review and Periodic Unit Review on YAMS

Step 1: Go to <https://york.cuny.edu/yams>

Step 2: Use your York College username and password to login, e.g. "Jdoe" for Jane Doe



Step 3: To upload a self-study for an academic department, click "AAC" OR, to upload a self-study for an Administrative, Educational, and Student Support Unit, click "AESS"

AAC
Academic Program Assessment - AAC (Academic Assessment Committee)

AESS
Administrative, Educational, and Student Support Unit Assessment

Step 4: On the following page, select a Program or an AESS unit

Departments	Programs	Division	Unit
Behavioral Sciences	<u>Political Science (BA)</u>	Academic Affairs	<u>Academic Advisement Center</u>

Step 5: Scroll down on the next page under the heading *Academic Program Review* for academic programs and *Periodic Unit Review* for an AESS unit. Click on "+ add self-study file".

Academic Program Review

#	Year	Self-Study	External Reviewer's Report	Action Plan
External Reviewer's Report and Action Plan files requires a Self-Study for that year + add Self-Study				

Periodic Unit Review

#	Year	Self-Study	External Reviewer's Report	Action Plan
External Reviewer's Report and Action Plan files requires a Self-Study for that year + add Self-Study				

Step 6: Select “Year of Completion” and “Choose File” to upload the self-study and click “Save”.

Year of Completion •

Please select the year of completion.

2019-2020

Upload Attachment •

Choose File No file chosen

The document uploaded will appear on the main program/unit page under the heading *Academic Program Review (academic program)* or *Periodic Unit Review (AESS unit)*.

Academic Program Review

#	Year	Self-Study	External Reviewer's Report	Action Plan
1	2019	view	+ add	+ add
2	2013	view	+ add	+ add

External Reviewer's Report and Action Plan files requires a Self-Study for that year + [add Self-Study](#)

Periodic Unit Review

#	Year	Self-Study	External Reviewer's Report	Action Plan
1	2021-2022	view	+ add	+ add

External Reviewer's Report and Action Plan files requires a Self-Study for that year + [add Self-Study](#)

The state of the document, once saved, is private which means it can only be viewed by the department/unit.

Step 7: The department/unit can click “+add” under the external reviewer’s report heading to upload the report from the external review team once the report is received.

Departments should note to select the AY associated with the self-study when uploading the external reviewer’s report

Step 8: The action plan created following the self-study and external reviewer’s report can also be uploaded under the action plan heading by clicking “+add”.

Departments should note to select the AY associated with the self-study when uploading the action plan.

Note for academic programs: While the self-study or APR is by department, the repository in YAMS is organized by program - once the document is uploaded under ONE program within the department, it appears under all programs within that department (you only need to upload the document once for it to appear with all associated programs). For example, the APR for Behavioral Sciences can be uploaded to Political Science and will appear for Sociology and Psychology too.