

Checklist of Responsibilities for Departments/Programs Undergoing External Review

(Revised, February 2017)

(also see “Notes for External Review” available on Provost’s website)

April 1st

- Department Head/Program Chair has met with the Dean of Curriculum and Research to discuss external review process and expectations

April 15th

- Information on external review process and expectations shared with faculty and staff in department/program

May 1st

- Recommendations for possible team members including short descriptions of the qualifications for each are sent to the Dean of Curriculum and Research (typically a minimum of 10 names are submitted). Rank ordering is encouraged.
- Requested criteria for team membership should be submitted to the Dean of Curriculum and Research (e.g., “at least one team member should have expertise in _____”)
- A list of questions to guide the department/program review and a process for drafting the self-study should be developed by department/program members

May 15th

- The Department Head/Program Chair and Dean of Curriculum and Research will finalize the list of questions the department/program and Provost’s Office expect to be addressed by the review process
- Dates during the fall or spring semester that should not be considered for the team visit should be submitted to the Dean of Curriculum and Research

Approximately 4 months before team visit

- Receive information on team membership and visit dates from the Dean of Curriculum and Research
- Department Head/Program Chair makes initial contact with team members

Approximately 3 months before team visit

- Draft self-study including executive summary should be sent to the Dean of Curriculum and Research after review by all department/program members
- Collect curriculum vitae for each faculty member in the department/program and from anyone who regularly teaches in the program
- Collect course syllabi for all courses in the curriculum
- Locate or request most recent report prepared by the Office of Institutional Research providing data on faculty count, number of graduates, number of advisees, and statistics on sizes of sections and subsections.
- Review program budget, enrollment data, and grade distributions posted on Spaces site by the Dean of Curriculum and Research

At least 6 weeks before team visit

- Revised self-study including executive summary should be sent to the Dean of Curriculum and Research after review by all department/program members
- Submit tentative schedule for the visit to the Dean of Curriculum and Research
- Reserve room for reception
- Make arrangements for appetizers and wine bar for reception
- Reserve room for team to meet with faculty and others during their visit
- Make arrangements for refreshments (water and coffee) to be available to the team in their meeting room
- Make dinner reservations for Sunday night of visit.
- Make dinner reservations for Monday night of visit
- Reserve location for team to have lunch with students
- Make arrangements for lunch to be provided for meeting with students
- Make arrangements for box lunches to be available to the team at noon on Tuesday of their visit. Lunches should be delivered to the Provost's conference room.

At least four weeks before visit

- Make the review materials available to the review team and Office of the Provost
- Send invitations to reception
- Send invitations to students to meet with team over lunch

At least two weeks before visit

- Confirm with team members that they have received all the needed information
- Ask team chair if s/he would like to have any changes made to the schedule
- Confirm number of attendees with catering for reception
- Confirm number of students at lunch with catering

One week before visit

- Prepare name tags for reception
- Prepare detailed directions and dinner reservation information for the team for their dinner Monday night. Include a contact number for someone in the event there is a problem.

During visit

- Bring name tags to reception
- Provide directions, dinner reservation information, and contact information to the team for their dinner Monday night
- Collect W-9 form from each team member and send forms to Katie Antonioli

After visit

- When team members submit their receipts and mileage, complete an expense report for each team member and submit the reports to Katie Antonioli
- Send a summary of costs incurred for the evaluation with documentation to Katie Antonioli

After team's report is received (timing to be discussed with the Dean of Curriculum and Research)

- Department/Program writes a response to the report and submits the response to the Provost and the Dean of Curriculum and Research
- After the Provost receives the department/program's response, a meeting of the Provost and Dean of Curriculum and Research with the department/program will be scheduled.