

Revised April 2022

Timeline and Checklist for Departments/Programs Undergoing External Review

(See also see "Additional Notes for Departments/Programs")

April 1st

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

April 15th

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

May 1st

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

May 15th

- The Department Head/Program Chair and the DOC 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 DOC

Approximately 4 months before team visit

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

Approximately 3 months before team visit

- A draft of the self-study (see "Additional Notes") including executive summary should be sent to the DOC 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. To access the most recent report, see the College Instructional Datasets at <https://spaces.lafayette.edu/course/view.php?id=797>

- Review program budget, enrollment data, and grade distributions posted on Spaces site by the DOC

At least 6 weeks before team visit

- Revised self-study including executive summary should be sent to the DOC after review by all department/program members
- Submit tentative schedule for the visit (see "Additional Notes") to the DOC
- Reserve room for the Sunday welcome reception: the Clay Ketcham Room or Wilson Room are common options.
- Make arrangements for appetizers and wine bar for reception
- Reserve a room for team to meet with faculty and others during their visit: It is most efficient for the team to remain in one room, which should be reserved for the day if possible. Appointments are typically scheduled in one-hour increments with 15 minutes between each interview.
- 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 team visit

- Make the review materials available to the Office of the Provost and to the review team (see "Additional Notes")
- Send invitations to reception
- Send invitations to students to meet with team over lunch

At least two weeks before team 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 team visit

- Prepare name tags for the Sunday welcome 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 team visit

- Bring name tags to the Sunday welcome 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 team 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 external review team's report is received (timing for the following steps to be discussed with the DOC)

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