

## Timeline for Department Actions

(Department chair and business officer responsibilities)

Year 1 Summer	<input type="checkbox"/> provide names of nominators of potential reviewers
Early Fall	<input type="checkbox"/> meet with *PRP chair and **APR staff to discuss review process
Fall quarter	<input type="checkbox"/> begin preparing Dept data <input type="checkbox"/> review ***IR quantitative data to confirm accuracy or identify discrepancies; bring discrepancies to APR staff's attention by early December <input type="checkbox"/> APR staff will send a copy of PRP student survey instruments (e.g., graduate & undergraduate) to the dept chair to review. Dept chair is asked to submit any modification requests for the surveys.
Winter quarter	<input type="checkbox"/> (possibly late fall quarter) chair provides faculty's detailed comments on nominees for the external review committee (ERC) <input type="checkbox"/> APR staff will ask Department to alert undergraduate and graduate students to the upcoming surveys and encourage participation throughout survey period. APR staff will notify Department when surveys will be launched <input type="checkbox"/> dept staff continue preparing department data in consultation with chair/faculty. Dept uploads data and documents as they are completed and approved to the Academic Program Review Website, Document Management System (DMS) <input type="checkbox"/> chair and faculty begin self-assessment
Summer	<input type="checkbox"/> survey results available; chair and business officer review; chair distributes to faculty
Spring quarter (June 1)	<input type="checkbox"/> dept staff complete and upload to the DMS all remaining notebook data by <b>June 1</b> <input type="checkbox"/> complete self-assessment by <b>September 1</b>
Spring quarter/Summer	<input type="checkbox"/> department chair sends PRP Socializing Policy to Department faculty
Year 2 Summer	<input type="checkbox"/> department and APR staff consult as needed to finalize data notebook; APR staff produce electronic format notebooks in September 2023
Summer/Fall quarter	<input type="checkbox"/> (following confirmation of ERC) department and APR staff consult to determine date for site visit in winter 2024
Fall quarter	<input type="checkbox"/> dept chair and dean meets with PRP to discuss notebook <input type="checkbox"/> dept chair and business officer meet with PRP chair and APR staff to plan ERC visit
Fall – Winter	<input type="checkbox"/> dept staff schedule faculty/staff/student meetings for ERC visit
Winter	<input type="checkbox"/> dept hosts the 2-day ERC visit to campus
Spring	<input type="checkbox"/> dept chair, in consultation with faculty, prepares comments on ERC report
Year 3 Summer	<input type="checkbox"/> dept receives copy of PRP's report to EVC <input type="checkbox"/> dept meeting & deans meeting with EVC office
1 year later	<input type="checkbox"/> dept chair, in consultation with faculty, prepares follow up report to EVC

\*PRP – Department Review Panel

\*\*APR – Academic Department Review

\*\*\*IR – Institutional Research, Planning, and Assessment - a unit of Budget and Planning

rev. 9/2023