Departmental Self-Studies and External Reviews
Who/What/When

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – during summer and early fall of cycle

Gather data

BONNIE – during summer (by Aug. 1)

Send electronically copy of most recent self-study and external reviewers' report to department chair (cc: academic dept. coordinator)

Request data on recent grads (grad school, employment) from Advancement Office – will be sent electronically to the academic dept. coordinator as an Excel document (Bethany Parliament-Chevalier)

Send electronically copies of any faculty-approved proposals for major departmental and interdepartmental curricular initiatives since the previous self-study and review to the department chair and academic department coordinator

DEPT MEMBERS – early fall

Meet as group and begin work on narrative (using data gathered above)

DEPT CHAIR/DIRECTOR – by Sept. 30

Submit names, **complete mailing addresses**, emails and phone numbers of potential reviewers (along with brief bios) to Bonnie

Indicate good & bad dates for on-campus visit

BOB/BRENDA – prior to fall pause

Select reviewers

BONNIE – mid-fall

Contact & schedule reviewers

Ask about dietary needs/restrictions

Make travel arrangements & book accommodations at Comfort Suites

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – by Dec. 1

Send electronically to Bonnie copies of:

All current faculty CVs;

Course enrollments for the past 5 years (2011-12 thru 2015-16)

SEE:

http://www.dickinson.edu/info/20061/academic_program_and_standards_committee/719/course_enrollment_reports);

Syllabi for each course taught during last 5 years;

Recent grads report compiled from data received from Advancement Office

These documents can be placed in a folder and copied to the MacDrop folder on the P:/drive. Label the folder: For Bonnie (dept name). Notify Bonnie when the folder is there – this is important since the files in MacDrop are only kept for a short amount of time before they are removed.

DEPT CHAIR/DIRECTOR – by Dec. 1

Send electronically to Brenda and Bonnie copy of the department self-study and list of department's questions/concerns to be addressed by the reviewers during the on-campus visit and in their report

Be sure to include department name and pagination in the self-study

APSC – January – prior to start of the semester

Special meeting to discuss self-studies

BONNIE – as reviewers' visitation dates are confirmed:

Set-up appointment time with Bob for end of 2nd day of visit; notify department of the appointment time to add to their schedule for the two-day visit

Notify department of names of APSC liaisons in order to contact and include in visitation schedule (near the end of the visit if possible)

DEPTS – early spring

Set up on-campus schedule (see other documents for detailed example)

Send copy of draft schedule to Brenda and Bonnie for review

Send final schedule to Bonnie to forward to reviewers

Send final schedule and self-study to all parties meeting with the reviewers

DEPTS – during spring semester

Host on-campus review (see other documents with details)

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS

Just prior to visit or the first day of the visit – set up guest user network account and give log in information to each of the reviewers (if done prior to the visit, email with information as attachment)

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – immediately as expenses are incurred

Submit copies of receipts and internal requisitions to BONNIE

Questions to Bonnie Lehman if unsure of procedure regarding meals off-campus

OUTSIDE REVIEWERS – shortly after on-campus visit

Submit report to Brenda Bretz (NOT, to department chair)

BONNIE LEHMAN – as soon as report is received

Forward to Bob, APSC liaison and respective Dept. Chairperson/Director

APSC – as soon as report is received

Review report and identify particular issues to forward to department

DEPTS – within a short time after receiving report

Submit follow-up to APSC

(NOTE: departments may request meeting with APSC as well)