

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

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

- Gather materials as noted below that will be sent to the reviewers prior to the visitation

LAURA – during summer (by Aug. 1)

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

For Academic Departments only:

- Request data on recent grads of the last 10 years (grad school, employment) from Advancement Office – will be sent electronically to Laura who will forward to the academic dept. coordinator as an Excel document (Beth Bachman)

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 Laura
- Indicate good & bad dates for on-campus visit (avoid Thursday/Friday in the week prior to Spring Break and Spring Break week, Board of Trustee Spring meeting dates)

NEIL/DEB – prior to fall pause

- Select reviewers

LAURA – mid-fall

- Contact & schedule reviewers
- Ask about dietary needs/restrictions
- After reviewers' travel is confirmed by Uniglobe travel, make any other travel arrangements from airport/train station & confirm accommodations at Comfort Suites (initial reservation made by Uniglobe)

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – by Dec. 1

- Send electronically to Laura copies of: All current faculty/director/staff CVs

For Academic Departments only:

- Course enrollments for the past 5 years  
SEE:  
[http://www.dickinson.edu/info/20061/academic\\_program\\_and\\_standards\\_committee/719/course\\_enrollment\\_reports](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

### For Academic Resources only:

- Any pertinent program materials to be shared with reviewers.

These documents can be placed in a folder and copied to the MacDrop folder on the P:/drive. Label the folder: For Laura (dept name). Notify Laura 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 Deb and Laura 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

### LAURA – as reviewers' visitation dates are confirmed (Monday/Tuesday or Thursday/Friday to accommodate Neil's schedule on 2<sup>nd</sup> day):

- Set-up first appointment time with Deb Bolen– 8:30 a.m. on 1<sup>st</sup> day
- Set-up appointment time with Neil Weissman for end of 2<sup>nd</sup> day of visit; notify department of the appointment time to add to their schedule for the two-day visit (2:30 PM or 3:00 PM – often dependent upon reviewer's flight schedule)
- Notify department of names of APSC liaisons in order to contact and include in visitation schedule (near the end of the visit if possible), the time of the first appointment with Deb and the final appointment with Neil
- Send account numbers to academic dept coordinators/administrative assistants

### DEPTS – early spring

- Set up on-campus schedule (see other documents for detailed example)
- Send copy of draft schedule to Deb and Laura for review
- Send final schedule to Laura 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 LAURA
- Questions to Laura Weber if unsure of procedure regarding meals off-campus

### OUTSIDE REVIEWERS – shortly after on-campus visit

- Submit report to Deb Bolen and Laura Weber (NOT to department chair)

### LAURA WEBER – as soon as report is received

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

APSC – as soon as possible after the report is received

- Discuss report and identify particular issues to forward to department

DEPTS – within a short time after receiving memo from APSC following committee discussion

- Submit follow-up to APSC

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