

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

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – by Aug. 1  
**(for Academic Departments only):**

- Request data on recent grads of the last 10 years (grad school, employment) from Beth Bachman in the Advancement Office

DEPT MEMBERS – early fall

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

DEPT CHAIR/DIRECTOR – early fall

- Respond to **campus visit scheduling survey** by **September 30** (when discussing good and bad dates for the campus visit with your department, please note the following: avoid Thursday/Friday in the week prior to Spring Break, Spring Break week, Monday/Tuesday in the week following spring break, and Board of Trustees spring meeting dates)
- Submit **names, complete mailing addresses, emails, and phone numbers** of ten potential reviewers (along with brief bios) to Laura by **September 30**

RENÉE/DEB – prior to fall pause

- Select reviewers

LAURA – mid-fall

- Contact & schedule reviewers
- Notify departments of their APSC liaison for inclusion in their campus visit schedule (typically near the end), the names of the external reviewers selected, and the date of their campus visit.
- Make and confirm reservations for all reviewers at Comfort Suites Downtown Carlisle.
- After reviewers make travel arrangements, secure Dickinson transportation from airport/train station and for return to airport/train station.

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS – by Dec. 1

- Provide electronic copies of all current faculty/director/staff CVs to Laura. Laura will provide a link to a folder in which they should be placed.

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:

- Please provide electronic copies of any pertinent program materials to be shared with reviewers. Laura will provide a link to a folder in which they should be placed.

DEPT CHAIR/DIRECTOR – by Dec. 1

- Send electronically to Deb and Laura a copy of the department self-study **and** a list of the 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 Renée's schedule):

- Set-up appointment times with Renée Cramer for beginning of 1<sup>st</sup> day and end of 2<sup>nd</sup> day of visit; notify department of the appointment times to add to their schedule for the two-day visit
- Set-up second appointment time with Deb Bolen and Senior Associate Provost—typically 9:00 a.m. on 1<sup>st</sup> day
- 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 Renée
- 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 **no later than three weeks prior to the campus visit**
- Send final schedule to Laura to forward to reviewers **no later than two weeks prior to the campus visit**
- Send final schedule and self-study to all parties meeting with the reviewers **no later than two weeks prior to the campus visit**

DEPTS – during spring semester

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

ACADEMIC DEPT COORDINATORS/ADMINISTRATIVE ASSISTANTS

- Just prior to visit or on the first day of the visit, set up guest user network accounts and give log in information to each of the reviewers (if done prior to the visit, email information )

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

- Submit copies of receipts and internal requisitions to Laura Weber
- Questions to Laura if unsure of procedure regarding meals off-campus

OUTSIDE REVIEWERS – no later than four weeks after on-campus visit

- Submit report to Laura Weber (NOT to department chair)

LAURA – as soon as report is received

- Forward to respective Department Chair/Director, Renée, Deb, APSC chair, and APSC liaison

APSC – as soon as possible after 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)