

Departmental Review Timelines and Responsibilities

Months Pre (-) or Post (+) Site Visit	Department	Office of Academic Affairs
-7		Initiates process with reminder to department.
-6	Names/addresses of 10 or more potential review team members forwarded to Office of Faculty Affairs (FA), along with suggestions of two 3-day time periods for site visit.	FA drafts invitation letter with input from department. Letter is finalized and copies sent.
-4	Self-study preparation begins.	Review team finalized after consultation with department.
-2	Self-study completed and forwarded to FA. Consults with FA on campus visit and participants.	Distributes self-study and other relevant materials to team members. Works with team members to finalize travel arrangements and campus schedule. Consults with department on schedule.
0	SITE VISIT - TEAM MEMBERS ON CAMPUS.	
+1	Written report received from review team chair.	
+1+	On-campus consultation with provost and Planning Committee, including written response from department.	
+6	Brief report from department as to change and five-year plan.	
+3 years	Brief report from department as to status of five-year plan.	