



Steps and Timing of the AQAD Review Process

Deadlines	Activities
March Prior to the AQAD Review	<ul style="list-style-type: none"> • Review cycle set in motion by Provost Office. Deans/Department Chairs will receive a reminder of upcoming review. List of departments under review will be shared with Office of Strategic Analysis and Data Management. • Set-up SharePoint folders for departments under review; Share samples of reports and templates for self-study and data.
April Prior to the AQAD Review	<ul style="list-style-type: none"> • Provost Office sponsors an AQAD kick-off event with participation from each department to undergo AQAD the following academic year and the Office of Strategic Analysis and Data Management. • Discussion will revolve around making the AQAD review a strategic planning exercise for the following seven years. • The structure of the short self-study will be discussed as well as effective practices for choosing reviewers and a self-study team. • Chairs will be given a list of student and faculty data that they will receive. Additional data requests must be received by May 30th. Chairs may submit a secondary data request by October 1, and those data may be provided by the end of the Fall semester.
September-October	<ul style="list-style-type: none"> • The Department Chair, the Dean, and the Provost's Office meet to review procedures and answer questions including any overlap of the AQAD with a disciplinary re- accreditation. • The Office of Strategic Analysis provides data for the self-study by the end of September, and can meet with the department to review the evidence and assist in the interpretation of the data (see Appendix). • The chair submits to the dean a list of five to seven potential external reviewers. The dean works with the Provost's Office to approve the list. • The department begins to schedule external review and surrounding activities.
October	<ul style="list-style-type: none"> • The chair and the dean develop the emphasis of the AQAD review choosing a limited number of key analysis and planning areas. • The department sends a one-page summary of the self-study emphasis to the Dean and the Provost for feedback. • Department begins self-study.
November 30th	<ul style="list-style-type: none"> • Dean and Department finalize the emphasis of review and consult with the Office of the Provost.
January 15	<ul style="list-style-type: none"> • Department submits completed self-study to Dean and Provost.



4 weeks prior to external review	<ul style="list-style-type: none"> Department sends the self-study to the visiting team. Consider posting ancillary documents (CVs, tabular data, course syllabi, etc.) on-line for the reviewers' ease of access. The Provost sends the visiting team a letter, thanking them in advance for their service and laying out the key focus areas for the review.
February - March	<ul style="list-style-type: none"> External review visit. The Provost and/or designees meet the review team, provide the charge, and conduct an exit interview. The dean and/or designee do the same. The team provides preliminary findings.
3 weeks after the visit.	<ul style="list-style-type: none"> The review team submits its report to the Department, with copies to the Dean and the Provost within three weeks of the campus visit.
4 weeks after receiving report	<ul style="list-style-type: none"> The Department submits a written response to the report and an action plan to the Dean.
By May 30	<ul style="list-style-type: none"> The Dean reviews and provides written comments on the report, response, and action plan to the faculty. The faculty may then respond to the Dean's comments.
By June 15	<ul style="list-style-type: none"> The Dean forwards the self-study, the visiting team's report, the Department's response and action plan, the Dean's comments, and faculty responses to the Dean's comments (if any) to the Provost.
June 30th	<ul style="list-style-type: none"> The Provost's office meets with the Dean and the Department Chair to discuss the review and the action plan.
Post Review	<ul style="list-style-type: none"> The Provost forwards an executive summary of the review to the President's Office.