

## UWSP Department Review Timeline & Activity Checklist

Step	Task / Activity	Date
1.	<p><b><u>Official Notification.</u></b> The Department Review Subcommittee (DRS) chair sends an official welcome package to each department under review. The welcome package should include the following documents:</p> <ul style="list-style-type: none"> <li>❑ A cover letter by the DRS chair notifying the department that they are formally up for review</li> <li>❑ The “Table of Contents” which defines the order and content of the self-study.</li> <li>❑ The “Timeline &amp; Activity Checklist”</li> </ul>	Early December
2.	<p><b><u>Opening Meeting.</u></b> The DRS chair will be available to meet with the department to discuss the review process.</p>	End of January
3.	<p><b><u>Self Study Development.</u></b> During the spring semester and over the ensuing summer, the department is expected to be developing the content of their self study according to the “Table of Contents” and other UWSP guidelines. All faculty and staff should contribute to the self study. Early in the fall semester the self study must be approved by the faculty and staff at a department meeting.</p>	January– October
4.	<p><b><u>Completion of Self Study.</u></b> The self study is due to the DRS, the Assessment Subcommittee, and the appropriate Dean no later than the 3<sup>rd</sup> Thursday in October the following fall. A copy of the minutes from the department meeting at which the self study was approved must be included with the self study.</p>	3 <sup>rd</sup> Thursday of October
5.	<p><b><u>Site Visit</u></b> The Dean and the Department invite a Site Visit Team to UWSP, which generates a report that is submitted to the DRS along with a separate Dean’s Comments document.</p>	November
6.	<p><b><u>DRS Summary Report.</u></b> Each DRS member will evaluate each department self study. The DRS will also assign a primary reviewer to each self study under review. The primary reviewer will summarize the comments of each DRS member’s review and form a summary report. The DRS will then meet and discuss the summary report and modify it as necessary. The Dean and the Department will then receive the draft summary report.</p>	December
7.	<p><b><u>Follow-Up Meeting.</u></b> The DRS will request to meet with the Dean and the department head to discuss their reactions to the draft summary report. The comments of both the Dean and the Department will be considered by the DRS.</p>	January
8.	<p><b><u>Last DRS Evaluation.</u></b> The DRS will then meet again and decide whether and to what degree they should modify the summary report in light of the follow-up meeting.</p>	February
9.	<p><b><u>Summary Report to Academic Affairs.</u></b> If modifications to the summary report are indicated, the DRS chair will make them. The DRS will then submit its final summary report to Academic Affairs, the Dean, and the department.</p>	March
10.	<p><b><u>Follow-up meeting with Provost.</u></b> Once through governance, the department review packet (self-study, Dean's/ consultant's comments, DRS recommendations) will be forwarded to the Provost/Vice Chancellor. The results of the review process will be discussed at a meeting of the Vice Chancellor, Associate Vice Chancellor, Dean, DRS Chair and Chair of the department under review. The Provost/Vice Chancellor will then provide a written summary of meeting outcomes to all participants.</p>	May