

Preparations for AQAD/PMYR Reviews
August 2008

By May 1 of prior year

- Chair appoints departmental AQAD coordinator/committee
- Coordinator meets with Institutional Research to identify data that will be used in self-study
- Coordinator begins collecting vitae, syllabi, and drafting self-study

By October 31

- Chair and coordinator select date of campus visit (2 days in March)
- Department identifies potential reviewers; Dean approves and invites reviewers
- Coordinator schedules entrance and exit interviews with Chancellor, Provost, and Dean
- Tenured faculty prepare PMYR statements
- Coordinator completes first draft of self-study

By November 30

- Department reviews and revises draft self-study
- Department Personnel Committee reviews PMYR statements and either approves or asks for revisions

By January 30

- Faculty submit revised and approved PMYR statements to the Dean
- Dean prints final draft of self-study and sends to reviewers
- Chair and coordinator prepare agenda for reviewers including individual and group meetings with faculty, classroom visits, entrance and exit interviews with administration, and private time for reviewers

By February 28

- Chair submits budget to the Provost outlining the estimated costs of the review
- Chair reviews the AQAD Reimbursement Procedures

By March 31

- Reviewers visit campus

By April 15

- Reviewers file report

By April 30

- Department responds to report

By May 31

- Dean responds to report
- Dean responds to PMYR statement