

**Timeline for Five Year Reviews of Academic Programs and Centers:
Tasks in Preparation**

What	Who	Suggested Timeline
Inform department/center/college of review and refer to Guidelines and Templates	Review Coordinator	October
Request recommendations from department/center for External Reviewer and Campus Review Team	Review Coordinator	October
Engage faculty and staff in conversations around guidelines	Chair/Director	Fall term
Plan topics, assign, and schedule writing for Self-Study Report	Chair/Director	Fall term
Contact External Reviewer for interest and availability	Review Coor	November & December
Identify possible dates for Site Visit with External Reviewer and Dean	Chair/Director	
Negotiate dates with Academic Affairs	Review Coor	
Add review date, 8 AM launch, exit meetings to Dean's and Provost's Calendars	Review Coor	
Contact External Reviewer for travel information to plan itinerary	Department Admin	January
Contact suggested Campus Review Team Members and set team	Review Coor	January & February
Inform Chair/Director/Dean of Campus Review Team chair and members	Review Coor	
Reserve hotel for external reviewer	Review Coor	
Prepare contract and make logistical arrangements w/ external reviewer	Review Coor	
Send electronic copies of the Self-Study to reviewers and Review Coor; Post a copy on Accreditation Website	Chair/Director	4 weeks in advance of Site Visit
Make restaurant (remember: \$21.50 per person max) reservations for night prior to Site Visit (includes reviewer, unit chair, CRT chair, one colleague)	Department Admin	4 weeks in advance
Draft itinerary and recommend stakeholders for interviews during Site Visit to Review Coordinator	Chair/Director	4 weeks in advance
Consult with Academic Affairs on additional stakeholders and finalize Itinerary	Review Coor	
Using final list of stakeholders from Coordinator, invite stakeholders to meetings during Site Visit	Department Admin	
Arrange to meet External Reviewer at airport and/or hotel and note this responsibility in the Itinerary	Chair/Director	3 weeks in advance
Using Templates, schedule rooms and set itinerary for Site Visit	Department Admin	3 weeks in advance
Send Itinerary to Campus Review Team members, stakeholders, and Campus Leaders participating in the Visit	Department Admin	2 weeks in advance
Arrange catering & delivery for Review day: light breakfast by 7:45 AM and lunch for CRT members (and Chair/Director who is on call)	Department Admin	1 week in advance
Print copies of Self-Study, appendices, faculty c.v.'s, course syllabi, and other supplemental materials for reference during Review	Department Admin	1 week in advance

Update Itinerary as necessary and distribute to all	Department Admin	1 week in advance
Finalize schedule and contact all participants with last-minute changes	Chair/Director and Admin	1 week in advance
Assure extra itineraries, all materials, name badges for all participants and stakeholders are ready and reminded of Review	Department Admin	2 days prior
Prepare launch materials and send launch agenda to participants as reminder	Review Coordinator	2 days prior
Meet External Reviewer, campus tour (if time), attend dinner	Chair/Director	1 day before
Submit related receipts (dinner, lunch) to Academic Affairs	Department Admin	Following the Site Visit

This document is available online at:

<http://www.umsl.edu/services/academic/assessment/fiveyear.html>