

## **Step-by-Step**

### **Five-Year Review Process**

In recognition of UMSL's commitment to continuous improvement and campuswide assessment strategies all administrative units, academic departments and centers, and Endowed and Curators' professors are reviewed every five years. This process is vital to ensuring each unit, center, and department is helping to fulfill the campus mission and for seeking out opportunities for improvement.

An academic review consists of two parts - a self-study prepared by the unit/department and a review of the department prepared by both an external review and an internal Campus Review Team (CRT). The review process is led by the Provost's office and overseen by Dr. Amber Reinhart, Faculty Fellow.

Below is an overview of the five-year review process. Please feel free to contact Dr. Amber Reinhart (hyperlink to [reinhartam@umsl.edu](mailto:reinhartam@umsl.edu)), if you have any questions about the process.

#### ***ONE YEAR BEFORE REVIEW DATE***

1. To initiate the self-study process and set a date for the review the Faculty Fellow (FF) will contact the Unit Director/Chair of Department to inform him/her that the unit/department is up for review. The FF then sets up a meeting with the Unit Director/Chair and they will go over the following:
  - a. The Review Process
  - b. Data Needs
  - c. Schedule of review activities
  - d. Names of potential external reviewers
    - i. Departments are encouraged to suggest 2-3 names for potential external reviewers. Along with the names and email addresses of those suggested please be sure to include a short description of the reviewer's qualifications.
    - ii. Please also note that external reviewers should not have a conflict of interest (e.g., research collaborators with faculty in the department, graduated from the same program as faculty members, etc.). The goal is to make sure the review is not unduly influenced and the reviewer can remain impartial.

- e. Names of potential internal reviewers
    - i. Departments are encouraged to recommend 2-3 names for ONE of the members of the Campus Review Team (CRT). The Faculty Fellow will recruit the other two members of the CRT.
  - f. Go over potential dates for the review (3-4 are recommended)
2. The potential dates for the review are forwarded to the Provost and checked for availability. If a Unit is under a College the Dean's schedule is also checked.
  3. After both schedules have been reviewed, two potential dates are set and the FF contacts the first external reviewer. If they are unavailable the FF contacts other potential external reviewer candidates until an available external reviewer is found.
  4. Once an external reviewer is identified and confirms one of the potential dates:
    - a. The FF (or representative) sends all paperwork to the external reviewer
    - b. The FF confirms the date of the review with the Provost, Dean (if applicable), and Unit Director/Chair. The date is also posted on the five-year review calendar.
  5. The FF contacts potential CRT members and confirms a chair and two members
  6. Each Unit/Department is expected to begin their self-study at this time. The self-study is due six weeks prior to the review date, no exceptions.

### ***SIX MONTHS BEFORE THE REVIEW***

7. The FF meets with the Unit Director/Chair to create a rough draft of the itinerary and answer any questions about the self-study and review process.
  - a. The itinerary will include:
    - i. Dinner the night before with external reviewer, Unit Director/Chair, and Campus Review Team chair

- ii. Launch meeting,
- iii. Meetings with stakeholders
- iv. An open session where the campus (when appropriate) is invited to participate,
- v. Meeting with unit director/chair, and
- vi. Exit interview with the Provost and Dean (if unit is under a College) at the end of the day

### ***SIX WEEKS BEFORE THE REVIEW***

- 8. The Unit/Department submits electronic copies of the self-study to the FF, who reviews the documents to make sure all required elements are present. If anything is missing the FF will request edits to the self-study.

### ***ONE MONTH BEFORE THE REVIEW***

- 9. The Unit/Department submits the final copy of the review to the FF (if any edits were requested)
- 10. The FF or representative makes hotel reservations for the external reviewer and confirms their flight details.
- 11. The FF confirms all details of the itinerary and finalizes the itinerary with the Unit Director/Chair. The FF sends the completed itinerary to the external reviewer, CRT, and sends out emails to all constituents/stakeholders requesting their attendance. The full itinerary will be available on the website for anyone who would like to view it.

### ***DAY OF THE REVIEW***

- 12. The FF will be on-hand throughout the review day to assist with anything the unit or department needs.
  - a. The FF will attend:
    - i. The launch meeting
    - ii. Working lunch with review team
  - b. The FF is also responsible for:
    - i. Pre-ordering the breakfast for the launch meeting/working lunch and charging it to the department

13. The Unit Director/Chair is responsible for:
- a. Arranging the dinner for the night before the review with the external reviewer and chair of CRT
  - b. Managing the logistics for the review day and getting the external reviewer and CRT members to each meeting on time
  - c. Inviting stakeholders to the appropriate session(s) - the FF will send out an email one month prior asking stakeholders to attend, but all follow-up requests need to come from the Unit Director/Chair
  - d. Driving the external reviewer to and from the airport/hotel as needed

#### ***ONE MONTH AFTER REVIEW***

14. External reviewer's report is due to FF ([reinhartam@umsl.edu](mailto:reinhartam@umsl.edu))
15. FF sends external reviewer's report to the CRT members

#### ***THREE WEEKS AFTER EXTERNAL REVIEW IS IN***

16. Review from the Campus Review Team is due to FF ([reinhartam@umsl.edu](mailto:reinhartam@umsl.edu))
17. FF sends both the external reviewer's report and CRT's report to the Unit Director/Departmental Chair. A response from unit/department is required.

#### ***FOUR WEEKS AFTER BOTH REVIEWS ARE IN (For Fall Reviews) or FOUR WEEKS INTO THE FALL SEMESTER(For Spring Reviews)***

18. The Unit Director/Chair sends the unit/department response to the FF, who forwards the Unit Response to the Dean of the College (if applicable) and the Provost

#### ***SEMESTER AFTER REVIEW***

19. FF or representative will contact the Unit Director/Chair to set up a closing meeting with the Provost, Dean of the College (if applicable), Chair of Unit, and Faculty Fellow.