Department Review Outline

I. Purpose and General Guidelines for Department Review
   a. Introduction and brief description of the department, including reporting structure
   b. Goals of the 5-year Review (What does the department want to achieve?)
   c. Expected Outcomes (per operational area within the department)

II. Requirements (Stage 1: Department Review Preliminary Report Template)
   a. Department mission and vision statements
   b. Measure of institutional effectiveness through the department and assessments of those measures
   c. Demonstrated compliance with all professional/ethical standards, as appropriate to the department
   d. Demonstrated achievements and continuous improvement

III. Preliminary Report
   a. Current Annual Report content
      1. Overview
      2. Personnel
      3. Facilities
      4. Technology
      5. Actions, Assessments, Responses
   b. 5-year Annual Report analysis and summary
   c. How goals and resources are aligned with planning, decision-making and outcomes; use reviewer template questions as a guide for the preliminary report

IV. External Peer Review Report – (Stage 2: External Reviewer Report Template)
   a. Recommendations to Executive Leader and IE Office
   b. Executive Leader responds to accept recommendations, indicating any additional action steps required (Stage 3: Action Steps Report -Continuing the Improvement Loop Template)
   c. SPIE sub-committee to read Department Preliminary Report and External Review Report

V. Action Response – (Stage 4: Department Review Final Report Template)
   a. Recommendations for Action
   b. Strategic integration and targeted expectations
   c. Target Date
   d. Assessment*

VI. Reporting Requirements
   a. Adhere to the process outline for the Review year
   b. Appropriate documentation for software used at the time of submission
* Departments will report on outcomes from past action items once the initial review process has been through a complete cycle. Executive Leaders will implement a mid-cycle review process to monitor progress. Reviews will be on a 5-year cycle. The IE Office will notify Executive Leaders of Annual Reviews and will communicate with External Reviewers as needed.

**Department Review Procedures**

**Stage 1 – Organize, Research, and Write**

1. **September 30th** - Department Leaders of Operational Areas in the given year’s rotation will discuss Department Review with pertinent staff, and compile a small group of contributors to the report. Discuss with the Executive Leader the strategy for implementing the review within the academic year.

2. **February 1st** - Research, analyze, and write the preliminary draft of the Review.

3. Go over the Department Review Preliminary Report draft with the Executive Leader. *(Stage 1: Department Review Preliminary Report Template)*

**Stage 2 - External Review**

4. **March 1st** - Contact the External Reviewer with details about sharing the report.

   - External Reviewer should be an expert in the operational area, either in higher education or professional environments.
   - External Reviewer is expected to read the Review, evaluate the content, and recommend changes to the department operations, if appropriate. Use the standard External Reviewer's Report Template.
   - External Reviewers will be given a deadline date for evaluation response, as agreed upon by the Department Leader, Executive Leader, and/or Associate Dean of Assessment and IE.
   - Department Leader and/or Associate Dean of Assessment and IE (per the Executive Leader) will contact the External Reviewer(s), provide the remuneration form for professional service, the W-9 from purchasing, and Report Template form.

5. **March 31st** - Send Preliminary Report to the External Reviewer(s). *(Stage 2: External Reviewer Report Template)* Arrange a phone or in-person meeting follow-up discussion with Department Leader, External Reviewer, and Executive Leader, regarding recommendations, during March.

**Stage 3 – Edit, Respond, and Improve**

6. **April** - After External Review - Edit and complete the final draft with combined preliminary report and external reviewer response. Submit a Word document formatted with proper headings, and references as needed. Include a cover page, table of contents, and any data charts with proper labels. The document will be forwarded to the SPIE Committee and Executive Leader *(Stage 3: Action Steps Report Continuing the Improvement Loop Template)*.

7. Complete the follow-up form. Add to the document for the final report.

**Stage 4 – Share, Integrate, and File**

8. **April - May** - Share the review and recommendations in the final report with the SPIE Committee and Executive Council for reflections – (in time for the SPIE meeting). *(Stage 4: Department Review Final Report Template)*.

9. **June 30th** - File Department Review Report– All Stages, with Executive Leaders and with the Institutional Effectiveness Office.