

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.