

Unit Review Summary Report Time Line

The following time line identifies the deadlines when various stages of the Unit Review process should be completed at the end of the five-year cycle. In the event that one of these dates falls on a weekend, the completion deadline will be the first working day following the set date.

DEADLINE DATE	ACTION
September 15	Divisional Dean will notify units that are scheduled for assessment. College Unit Review Committee will forward one hard copy and one disk copy of Unit Review Manual to the units undergoing summary review.
September 30	Chair of the College Unit Review Committee conducts an orientation for units preparing fifth year summary report. The Director of Institutional Effectiveness, the Vice-President, Department Chair/Director, and Unit-Level Committee will participate.
October 15	Vice President, Dean, and Unit negotiate approval of any additional measures.
October 22	Unit-Level Committee requests any additional data through the Dean.
November 15	Unit-Level Committee completes preliminary data compilation of measures and reports data to the Chair of the College Unit Review Committee.
December 15	The Unit-Level Committee submits the final draft of the summary report to the Department Chair/Director.
January 15	Department Chair/Director reviews the summary report, attaches a chair's evaluation, and forwards one bound hard copy of the entire report and supporting documentation to the Dean, one bound hard copy to the Vice President, and one bound hard copy to the Chair of the College Unit Review Committee. Additionally, either 13 bound hard copies or one electronic copy in PDF format shall be forwarded to the Chairperson of the College Unit Review Committee.
January 20	The Chair of the Unit Review Committee will remind units that need to submit interim progress reports of the February 1 report deadline.
February 1	Required progress and monitoring reports from units reviewed in previous year(s) are due.

- March 1 The Dean and the Vice-President each review the summary report individually, and forward their feedback to the College Unit Review Committee and the Unit-Level Committee.
- March 1 – April 15 The College Unit Review Committee meets with the Unit-Level Committee, the Department Chair/Director, the Vice-President, and the Dean in an **executive session** and completes the Final Assessment and Recommendation Form.
- May 15 The Vice President reviews the report, modifies or approves the Final Assessment and Recommendation Form, provides recommendations and feedback to the lower levels, confers with the Chairs of all units, and communicates the results of the Unit Review to the President.
- June 1 Units enter unit review recommendations into Weave.

