6-8 months prior to on-site visit

UARC and External to Unit

Representatives from the Office of Planning and Assessment meet with Unit Administrators to explain process and to outline expectations

Dean reviews and approves the External Reviewers

Unit creates a list of potential external reviewers (including graduate studies reviewers) and potential dates for review

P & A reviews list and submits it for dean’s approval

P & A arranges external reviewers and on-site visit dates

Unit begins Self-study discussion process

Graduate Studies finds external reviewers for thesis and dissertation review(s)

P & A files the report to later be included in the final report

Graduate Studies receives the report(s) and sends to P&A

Using notes from discussion groups, report is created and circulated throughout the unit

Internal and External Reviewers read the report in preparation for the on-site visit

P & A prints and binds the self-study and distributes it to Internal and External Reviewers, the unit, the dean, and administration.

1 month prior to on-site visit

P & A reviews list and submits it for dean’s approval

Unit chair makes final changes to the report and e-mails a PDF of the Self Study to unitreviews@byu.edu and delivers the Supplemental CD to B-356 ASB.

Color Key: Planning and Assessment, UARC, Academic Unit, College Dean, Graduate Studies, Graduate External Reviewers, Review Team and Internal Reviewers, External Reviewers, On-Site Visit, Academic Vice-President’s Council
1 month prior to on-site visit

Office of Planning and Assessment

Representatives from the Office of Planning and Assessment meet with unit leaders to discuss the on-site review schedule.

P & A schedules external interviews

P & A reviews schedule and sends it to review team

P & A sends information/confirmation letters to all scheduled individuals

2 day On-site visit: Review team meets with the Assistant to the President for Planning and Assessment, Academic Vice President, Graduate Studies Dean (if applicable), the College Dean, Department Chair, all faculty and staff, selected students, and any others suggested by the department as having significant association with the department

External Reviewers write the external report and submit it to P & A

P & A passes the report on to the Internal Review team

Internal Reviewers write report integrating information from the External Report to create the Internal Report

1 week prior to on-site visit

Unit schedules faculty and staff interviews and undergraduate and graduate students for lunches and sends the schedule back to P & A

2 weeks after the on-site visit

UARC and External to Unit

Academic Unit
Office of Planning and Assessment

Academic Unit

1 month after the on-site visit

UARC reviews and suggests changes to the report

Internal Reviewers make recommended changes and send the final report to P & A

2 months after the on-site visit

Internal Reviewers present Internal Report to UARC

UARC reviews and suggests changes to the report

After making final changes to the report, P & A binds all final reports as one report (external report, thesis/dissertation report and internal report) and delivers to AVP

Internal Report to UARC

External to Unit

P & A submits completed report to the Unit Admin only for factual accuracy check

Review Team Chair, internal reviewers, and a representative from P & A present the Final Reports to the AVP and Council

After making final changes to the report, P & A binds all final reports as one report (external report, thesis/dissertation report and internal report) and delivers to AVP

P & A delivers the Final Reports to the Unit Admin

P & A delivers the Final Reports to the Dean

College Dean and Unit Admin meet with Academic Vice-President to discuss future action

College Dean and Unit Admin meet with Academic Vice-President to discuss future action

College Dean and Unit Admin meet together to review recommendations from report and to develop a strategic plan for the unit

7 years after the Unit Review

Review process repeats – The unit will review the recommendations as necessary over the next 7 years. The initial phases of the next Unit Review require the Unit to consider what actions have been taken since the previous review and as a result of the review reports, and arrangements between unit administrators, dean, and the AVP.

Unit Administrator reads the report to check for factual accuracy and returns it to P & A

External to Unit