EXTERNAL REVIEWS: CHECK LIST

**YEAR PRIOR TO REVIEW:**

\_\_\_Attend meeting hosted by Provosts’ Office for those undergoing reviews

**ABOUT 6 MONTHS PRIOR TO REVIEW:**

\_\_\_Decide on two possible dates for the review (reviews are usually 2 days)

\_\_\_\_Confirm visit dates with the Provosts’ office and schedule entrance and exit meetings with the President, Provost, and Associate Provost

\_\_\_Identify 4 or 6 possible external reviewers (a team generally includes 2 reviewers)

 \_\_\_At least one must be from a liberal arts college

\_\_\_Generally, reviewers should not be Kenyon alums, friends, or collaborators with any member of the department

\_\_\_Consult with Associate Provost assigned to your review about selection of reviewers

 \_\_\_Provosts’ office will extend official invitation to reviewers and request reviewers’ CVs

**SEMESTER OR YEAR PRIOR TO THE VISIT:**

\_\_\_Set up meeting with the Institutional Research (IR) office (Erika Farfan) to discuss student and alumni surveys and other data resources

\_\_\_ Conduct a comprehensive Self-Assessment. While the chair is responsible for coordinating the self-assessment, it is a participatory process that all in the department should be engaged in (see guidelines for self-assessment).

\_\_\_Collect the following documents for departmental discussion:

 \_\_\_Department’s Mission Statement

 \_\_\_Assessment documents since last review

 \_\_\_Department statistics since last review (these are available from the Registrar or IR)

 \_\_\_Updated faculty CVs

 \_\_\_Syllabi of recently or regularly offered courses

 \_\_\_Department budget

 \_\_\_Report from the most recently completed external review

**TWO MONTHS PRIOR TO THE VISIT:**

\_\_\_Send the Associate Provost a copy of the Self-Assessment document for review

**ONE MONTH PRIOR TO THE VISIT:**

\_\_\_Send all materials to reviewers.

\_\_\_Send a final copy of the Self-Assessment and reviewers’ curriculum vitaes to the Provost, Associate Provost and President

**FOLLOW-UP TO THE VISIT:**

\_\_\_ Report typically goes to the Provost’s office and is then shared with the department chair.

\_\_\_ The department prepares a written response to the report, indicating in particular how it proposes to deal with the recommendations.

\_\_\_ The department and the academic administration meet to discuss the report and the responses, and to develop a plan of future actions.

\_\_\_The administration prepares a written response to the department’s response and to the meeting.