

Deadlines for All Schools and Colleges 2020-2021

Training Sessions		
Assessment Coordinator Training (Required)		
October last couple of weeks (time and place-TBA) – Required: Assessment Coordinators		
March last couple of weeks (time and place-TBA) – Required: Assessment Coordinators		
Task	Responsible Party	Deadline
Program Learning Outcomes		
1. Research Questions, Participants and Instruments due for Cluster 2 PLO assessment designs (2021-2022)	Assessment Coordinator	November 30, 2020
2. Complete PLO Designs for Cluster 2 (2021-2022 designs)	Assessment Coordinator	February 15, 2021
3. Report findings and actions plans for Cluster 1	Assessment Coordinator	May 31, 2021
Syllabi Review		
4. Syllabi Review Report for 2 nd cluster syllabi reviews to IE	Assessment Coordinator and Chair	January 29, 2021
Student Course Evaluations		
5. Report Student Course Evaluation Summary (LUR and LUO)	Chair and Dean	May 31, 2021
Assessment Day		
6. Departmental plans for Annual Assessment Day and Measures (Academic Departments)	Assessment Coordinator	November 20, 2020
7. CoCurricular Departmental plans for Annual Assessment Day and Measures	Departmental Assessment Liaison	October 16, 2020
8. Assessment Day	Individual Departments	March 24, 2021
9. Report Findings for Assessment Day Results	Assessment Coordinator	May 31, 2021
Faculty Evaluation		
10. Portfolio and Annual Update Form Submission and Data	<ul style="list-style-type: none"> • April 1 – Deadline for all Faculty to certify completed Faculty Portfolio (Faculty CV and Self-evaluation) • May 1-31– IM/Chair reviews/comments on all Faculty Portfolios • June 1-30 – Dean review/comments on all Faculty Portfolios 	
11. Promotion Portfolio Submission	<ul style="list-style-type: none"> • October 1 – Faculty Member completes Faculty Online Promotional portfolio • October 1-14 – College/School Promotional Committee evaluates Faculty Promotional Portfolio. • October 15-30 – Dean evaluates Faculty Promotional Portfolio. • November 1-15 - Provost evaluates Faculty Promotional Portfolio. 	

Task	Responsible Party	Deadline
	<ul style="list-style-type: none"> December 1 – Congratulatory letters are mailed from Provost Office 	
Program/Major Reviews		
12. Program Reviews:	Distribution and Training Completion of Parts A & B Completion of Parts C & D Completion of Parts E-H and Abstract Program Review submitted to Dean Program Review submitted to IE	September 1-11, 2020 December 4, 2020 February 26, 2021 March 29, 2021 April 26, 2021 May 31, 2021
Alumni Survey		
13. Department Specific Alumni Survey Questions and Signature Permissions due to IE	Assessment Coordinator	September 4, 2020
14. Alumni Survey data available	Institutional Effectiveness	February 12, 2021
Summative Reports		
15. Annual Report Tasks Completed (Executive Summary and Departmental Improvements)	Chair	May 31, 2021