Deadlines for All Schools and Colleges
2021-2022

Training Sessions
2021-2022 Planning & Assessment Orientation (Deans, Associate Deans, Chairs, and Assessment Coordinators)
August 17 – 1-2 pm (DeMoss Hall 3064)
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, Instruments and Administration due for Cluster 3 PLO assessment designs (2022-2023)	Assessment Coordinator	November 1, 2021
2. Complete PLO Designs for Cluster 3 (2022-2023 designs)	Assessment Coordinator	February 14, 2022
3. Report Findings and Actions Plans for Cluster 2	Assessment Coordinator	May 31, 2022
Syllabi Review		
4. Syllabi Review Report for 2nd Cluster syllabi reviews (to IE)	Assessment Coordinator and Chair	January 28, 2022
Student Course Evaluations		
5. Report Student Course Evaluation Summary (LUR and LUO)	Chair and Dean	May 31, 2022
Assessment Day		
6. Departmental plans for Annual Assessment Day and Measures (**Academic and CoCurricular Departments**)	Assessment Coordinator	December 3, 2021
7. CoCurricular Assessment Designs and CoCurricular Departmental plans for Annual Assessment Day and Measures	Departmental Assessment Liaison	October 29, 2021
8. Assessment Day 2022	Individual Departments	March 30, 2022
9. Report Findings for Assessment Day Results	Assessment Coordinator	May 31, 2022
Faculty Evaluation		
10. Portfolio and Annual Update Form Submission and Data	• April 1 – Deadline for all Faculty to certify completed Faculty Portfolio (Faculty CV and Self-evaluation) • April 1-May 31– IM/Chair reviews/comments on all Faculty Portfolios • June 1-30 – Dean reviews/comments on all Faculty Portfolios	
11. Promotion Portfolio Submission	• October 1 – Faculty Member completes Faculty Portfolio for Promotion (check with Provost) • October 1-14 – College/School Promotional Committee evaluates Faculty Portfolio for Promotion • October 15-30 – Dean evaluates Faculty Portfolio for Promotion	

Task	Responsible Party	Deadline
	• November 1-15 - Provost evaluates Faculty Portfolio for Promotion • 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 • Program Review submitted to Dean • Program Review submitted to IE with Dean's Comments	September 1-11, 2021 December 6, 2021 February 28, 2022 March 31, 2022 April 26, 2022 May 31, 2022
Alumni Survey		
13. Department Specific Alumni Survey Questions and Signature Permissions due to IE	Assessment Coordinator	September 10, 2021
14. Alumni Survey data available	Institutional Effectiveness	February 12, 2022
Summative Reports		
15. Department Annual Summary Completed	Chair	May 31, 2022