

Deadlines for All Schools and Colleges 2022-2023

Training Sessions
2022-2023 Planning & Assessment Orientation (Deans, Associate Deans, Chairs, and Assessment Coordinators)
August 18, 2022, 10:00 AM-11:00 AM, DeMoss 3064
Assessment Coordinator Training (Required)
Fall AC Training
November 8-10
<ul style="list-style-type: none"> • Tuesday Afternoon: Introducing New Planning Structure • Wednesday Morning: Introducing New Planning Structure • Thursday Morning: IE Q & A: Assessment Workshop Q&A for Assessment Coordinators
Spring AC Training
Late March (time and place - TBA)
<ul style="list-style-type: none"> • Topic - TBA

Task	Responsible Party	Deadline
Program Learning Outcomes		
1. Research Questions, Participants, Instruments and Administration due for Cluster 1 PLO Assessment Designs (2023-2024)	Assessment Coordinator	November 30, 2022
2. Complete PLO Designs for Cluster 1 (2023-2024 designs)	Assessment Coordinator	February 10, 2023
3. Report Findings and Actions Plans for Cluster 3	Assessment Coordinator	May 31, 2023
Syllabi Review		
4. Syllabi Review Report for 3rd Cluster Syllabi Reviews (to IE)	Assessment Coordinator and Chair	January 27, 2023
Student Course Evaluations		
5. Report Student Course Evaluation Summary (LUR and LUO)	Chair and Dean	May 31, 2023
Assessment Day		
6. Departmental plans for Annual Assessment Day and Measures (Academic and CoCurricular Departments)	Assessment Coordinator	December 2, 2022
7. CoCurricular Assessment Designs and CoCurricular Departmental plans for Annual Assessment Day and Measures	Departmental Assessment Liaison	October 28, 2022
8. Assessment Day 2023	Individual Departments	March 29, 2023
9. Report Findings for Assessment Day Results	Assessment Coordinator	May 31, 2023
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) • April 1-May 31– IM/Chair reviews/comments on all Faculty Portfolios • June 1-30 – Dean reviews/comments on all Faculty Portfolios 	

Task	Responsible Party	Deadline
11. Promotion Portfolio Submission	<ul style="list-style-type: none"> • 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 • November 1-15 - Provost evaluates Faculty Portfolio for Promotion • December 1 – Congratulatory letters are mailed from Provost Office 	
Program/Major Reviews		
12. Program Reviews:	<ul style="list-style-type: none"> • 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 1-16, 2022 December 2, 2022 February 24, 2023 March 31, 2023 April 21, 2023 May 31, 2023
Alumni Survey		
13. Department Specific Alumni Survey Questions and Signature Permissions due to IE	Assessment Coordinator	September 9, 2022
14. Alumni Survey data available	Institutional Effectiveness	February 10, 2023
Summative Reports		
15. Department Annual Summary Completed	Chair	May 31, 2023