

# Deadlines for All Schools and Colleges 2022-2023

<b>Training Sessions</b>
<b>2022-2023 Planning &amp; Assessment Orientation (Deans, Associate Deans, Chairs, and Assessment Coordinators)</b>
August 18, 2022, 10:00 AM-11:00 AM, DeMoss 3064
<b>Assessment Coordinator Training (Required)</b>
<b>Fall AC Training</b>
November 8-10 at the Jerry Falwell Library – Scholars Lounge
<ul style="list-style-type: none"> <li>Tuesday Afternoon 2:15 pm – 3:15 pm: Introducing New Planning Structure</li> <li>Wednesday Morning 10:45 am – 11:45 am: Introducing New Planning Structure</li> <li>Thursday Morning 8:00 am – 12:00 noon: IER Q&amp;A: Assessment Workshop Q&amp;A for Assessment Coordinators</li> </ul>
<b>Spring AC Training</b>
March 7-10 at the Jerry Falwell Library – Scholars Lounge
<ul style="list-style-type: none"> <li>Tuesday Afternoon 2:00 pm - 4:00 pm: Assessment Update and Planning Reports</li> <li>Wednesday Morning 10:30 am – 12:30 pm: Assessment Update and Planning Reports</li> <li>Friday Morning 8:00 am – 12:00 noon: IER Q&amp;A: Assessment Workshop Q&amp;A for Assessment Coordinators</li> </ul>

<b>Task</b>	<b>Responsible Party</b>	<b>Deadline</b>
<b>Program Learning Outcomes</b>		
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
<b>Syllabi Review</b>		
4. Syllabi Review Report for 3rd Cluster Syllabi Reviews (to IER)	Assessment Coordinator and Chair	January 27, 2023
<b>Student Course Evaluations</b>		
5. Report Student Course Evaluation Summary (LUR and LUO)	Chair and Dean	May 31, 2023
<b>Assessment Day</b>		
6. Departmental plans for Annual Assessment Day and Measures ( <b>Academic and CoCurricular Departments</b> )	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

Updated: February 20, 2023

Task	Responsible Party	Deadline
<b>Faculty Evaluation</b>		
10. Portfolio and Annual Update Form Submission and Data	<ul style="list-style-type: none"> <li>April 15 – Deadline for all Faculty to certify completed Faculty Portfolio (Faculty CV and Self-evaluation)</li> <li>April 16-May 31– IM/Chair reviews/comments on all Faculty Portfolios</li> <li>June 1-30 – Dean reviews/comments on all Faculty Portfolios</li> </ul>	
11. Promotion Portfolio Submission	<ul style="list-style-type: none"> <li>October 1 – Faculty Member completes Faculty Portfolio for Promotion (check with Provost)</li> <li>October 1-14 – College/School Promotional Committee evaluates Faculty Portfolio for Promotion</li> <li>October 15-30 – Dean evaluates Faculty Portfolio for Promotion</li> <li>November 1-15 - Provost evaluates Faculty Portfolio for Promotion</li> <li>December 1 – Congratulatory letters are mailed from Provost Office</li> </ul>	
<b>Program/Major Reviews</b>		
12. Program Reviews:	<ul style="list-style-type: none"> <li>Distribution and Training</li> <li>Completion of Parts A &amp; B</li> <li>Completion of Parts C &amp; D</li> <li>Completion of Parts E-H</li> <li>Program Review submitted to Dean</li> <li>Program Review submitted to IER with Dean's Comments</li> </ul>	September 1-16, 2022 December 2, 2022 February 24, 2023 March 31, 2023 April 21, 2023  May 31, 2023
<b>Alumni Survey</b>		
13. Department Specific Alumni Survey Questions and Signature Permissions due to IER	Assessment Coordinator	September 9, 2022
14. Alumni Survey data available	Institutional Effectiveness	February 10, 2023
<b>Summative Reports</b>		
15. Department Annual Summary Completed	Chair	May 31, 2023