1. Initiation of the process

   a. The Dean of the College sends a letter to the department/program selected for review.
   b. Department members meet with dean and representative of the Office of Institutional Research, Assessment, and Planning (IRAP) to discuss review, areas/questions of particular interest to the department, and data resources available or needed.
   c. In consultation with the Dean, the selection of a faculty member outside the department/program to participate in the review process.
   d. The department/program begins its self-study.
   e. The department/program generates a list of 3-4 potential reviewers indicating why each would be appropriate (e.g., qualifications, specific expertise) as well as what connection exists, if any, to the college and/or the department/program. For the review process to benefit the department or program—and, hence, the college—it is important that reviewers can be objective in their assessments and that they feel comfortable making critical observations, if warranted. An understanding of the liberal arts context is also important: reviewers, when possible, should come from schools similar to Beloit.
   f. The Dean contacts potential reviewers, invites those selected to participate, and sends an appointment letter to each member of the review team prior to arrival.

2. Preparing for campus visit

   a. Arrangements for reviewers’ travel and hotel accommodations and for compensation and reimbursement shall normally be made by the secretary to the Provost and Dean of the College. Departments and/or their administrative assistants are responsible for the arrangement of the reviewers’ schedules, including meals. Department/Program chairs should communicate with the dean’s office regarding the proposed timing for the review visit.
      • All materials must be posted to Moodle no later than three weeks before the campus visit. These files should include:
         • department/program self-study
         • any supporting materials
         • agenda for visit (see below)

3. Structure of the Review Team’s Visit

   The review team’s visit will normally take place over a day and a half and consist of the following:

   a. a meeting with the Dean or, if unavailable, an associate dean. In most instances, the dean will meet with the review team early in the visit and also at its close
   b. a tour of department facilities and office space
   c. meetings with all tenured, tenure-track, and continuing adjunct members of the department and with the faculty member outside the department/program who is participating in the review process. All faculty members participating in the review should have an opportunity to speak with the review team individually. However, reviewers have reported they also find it helpful to meet with groups of faculty, both informally (e.g., meals) and to discuss particular topics of interest to the program.
   d. meetings with faculty members in related departments, as relevant
   e. a meeting with students involved in the department or program
   f. a final meeting with department/program chair

   Leave time near the end of the visit for the review team to meet on its own to discuss preliminary findings.

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4. Post-review procedures

a. The report from the external review team goes to the department/program and Dean. Relevant portions of the report will be shared with other members of ASP, FS&P, COA, and senior staff.

b. The department/program offers written response to reviewers’ report to Dean within two weeks of its receipt. Relevant portions of this response will be shared with ASP, FS&P, COA, and senior staff.

c. The department/program meets with the Dean
   - deadline for meeting = two weeks from receipt of department’s/program’s response
   - summary of meeting made and filed with the self-study materials

d. The department/program develops a three-year action plan, including curricular and/or personnel recommendations, and areas for targeted evaluation of teaching effectiveness. Department/program chair discusses plan with Dean, and it is filed with self-study materials.

e. Department/program updates plan annually, and the department/program meets semi-annually with dean and representative from IRAP to review progress.