

A QUICK GUIDE TO THE SELF STUDY PROCESS

1. Roughly one year ahead of the due date, the associate provost and dean meet with the department, or the department P&B, to describe the process.
2. The dean, chair, and faculty should review the guidelines, and the self-study outline, provided at <http://www.qc.cuny.edu/about/administration/Provost/Academic%20Program%20Review/Pages/default.aspx>
3. Consult with Meg McAuliffe and Stu Schaffer on the data available for the report, and on the survey instruments available to obtain feedback from students and alumni.
4. By Feb. 7 or Sept. 7, a draft of the self-study should be provided to the associate provost and dean. This will be carefully reviewed, and constructive feedback will be provided by the 15th of the month, so that the final version can be ready by the end of the month.
5. The dean selects two or three external reviewers based on the advice of the department. At least one of the reviewers should be from a public institution.
6. If the reviewers accept the invitation, the self-study should be sent to them at least three weeks prior to the visit date.
7. The dean should schedule two meetings, the first and last of the proposed visit. Attending the meetings with the external reviewers are the dean, associate provost, provost, and president. Normally the visit takes 1.5 to 2 days. Please schedule some time for the reviewers to discuss their findings with each other before the exit interview.
8. At least two weeks in advance, the dean should provide the attendees of these meetings with the CVs of the external reviewers, an electronic copy of the self-study, and the schedule of visit activities.
9. While present, the reviewers should sign W9 forms so that they may receive their honorarium.
10. Honorariums should be sent upon receipt of the reviewer's report, usually two or three weeks after the visit.
11. The department prepares a response to the reviewer's report, addressed and submitted to the dean. The response may include a 5-year action plan, or the plan may be submitted soon after if further discussions are required.
12. The dean should schedule a wrap-up meeting with the president, provost, dean, associate provost, and department P&B to discuss the report and 5-year plan.