

## Sweet Briar College

### Departmental Review Outline / Timeline

The Department Review consists of two parts:

- I. The Self-Study, and
- II. The External Review

#### I. The Self-Study

The Self-Study should begin ***six-months to one-year*** ahead of the External Review.

The documents gathered during the self-study will need to be shared with the visiting team and with those in the SBC community who will be a part of the review process. An on-line repository with limited access (a google site for example) is recommended for sharing all documents with members of the campus community and the external evaluators. Use of such a repository will help to manage document flow and minimize copying and mailing expenses. If you need help setting up a google site, you should contact Tom Marçais in Computer Services.

Each self-study will be different, and accrediting agencies and/or disciplinary conventions and expectations will come into play. A Self-Study Template, based on the recommendations of the American Association of Physics Teachers, is provided on the Dean's website ([link here](#)) and provides a general outline for the anticipated types of information that will be included in the self-study. This is a guide only and should be adapted to suit the particular needs of the department.

In addition, there are a variety of additional documents that are also included in the self-study information that is shared with the external evaluators. These are listed in a Self-Study Checklist, also on the Dean's website ([link here](#)).

#### II. The External Review

The External Review should be planned ***three to six months*** prior to the actual site visit date. If the department is considering an early fall site visit, then plans for this should begin in the spring semester before or during the summer. If the department is considering a late fall site visit, plans for that should begin very early in the fall semester. If the department is considering a spring semester visit, plans should begin during the fall semester.

Reviewers typically want to receive the self-study documents at least a month ahead of the site visit.

Review teams are selected by the department. Many reviews are conducted by a single reviewer, while other reviews are conducted by a team of two or three reviewers. The department should consult with the Dean, in advance of invitations being sent to the reviewers under consideration, about preferences regarding the composition of the visiting team. Some disciplines have disciplinary societies and organizations that provide review

services. Guidelines from those groups should be considered even when a department decides not to use those services. Departments should consult with the Dean about the available resources (stipends and travel, in particular) for the review.

Once approved, the reviewers can be contacted (by the department or by the Dean's Office) and the site-visit scheduled. Overnight accommodations and travel can be arranged by the Dean's Office staff, on request.

The department will arrange a suitable schedule for the site visit, in consultation with the reviewers and the Dean. A typical schedule includes meetings of the review team with all members of the department, the Dean, select members of other related departments, and representative students. Some departments may want the review team to meet with support staff as well.

The review team will generate a report, following their visit. This should be received no later than six weeks following the site visit. The department chair should share the report with the Dean, and set up a follow up meeting with the Dean to discuss the report.

#### Timeline

6-months prior to site visit	Begin Self-Study, information gathering, set up a google site as a repository of information to be shared
3-6 months prior to site visit	Identify potential reviewers, consult with the Dean about the review team composition and logistics
1 month prior to site visit	Finalize site visit schedule; Share all Self-Study documents with the review team
Site-Visit	On campus meetings with personnel, students
2-6 weeks following site visit	Report is received. Share with Dean and schedule a follow-up meeting to discuss