

Responsibilities of the Chair for CNS External Reviews

During an external review, the Chair has **four major responsibilities**:

- 1) educating the faculty, students and staff on the purpose and importance of the external review
- 2) ensuring the timely preparation and proofing of the department's self-study
- 3) ensuring the attendance of faculty, students and staff at all scheduled meetings during the site visit
- 4) engaging the faculty in preparing a thoughtful response and implementation plan for addressing any criticisms raised by the external review.

Schedule for the Chair's roles:

9 Months Out	Assign a point-person for all departmental communications Assist Dean Hicke to <ol style="list-style-type: none"> 1. Create list of potential reviewers 2. Create list of specific questions for reviewers to answer
6 Months Out	Assign point-person to coordinate self-study compilation Begin to prepare self-study , using CNS template Identify dates that will NOT work for a site visit
3 Months Out	Review and confirm meeting schedule , as prepared by the Dean's Office Identify and invite faculty and students to attend meetings with reviewers
2 Months Out	Submit Draft of Self-Study <ol style="list-style-type: none"> 1. Final draft of self-study 2. Appendices, including biographical sketches of all faculty
1 Month Out	Submit Final Documents to Dean's Office <ol style="list-style-type: none"> 1. Self-study and appendices 2. Detailed meeting schedule (names and titles of attendees) 3. Email addresses for all attendees, by meeting
2 Weeks Out	Meet with undergraduates, graduate students and faculty to explain purpose and process of external review and emphasize the importance of their participation
During Site Visit	Ensure that all faculty and students are in attendance for each planned meeting
2 Weeks After	Prepared redacted copy of external review , as needed Distribute redacted copy to all faculty
1 -2 Months After	Prepare and submit department response to external review criticisms Dean's Office will prepare Institutional Response for Graduate Program portion only to send onto OGS. Assist Dean's Office in preparing Institutional Response in response to full report for distribution across the department.

Dean's Office Roles

The Dean's Office is responsible for

- 1) coordinating the invitation, travel and lodging arrangements, and payment of the reviewers
- 2) set the external review meeting schedule and make all room reservations
- 3) compiling all necessary self-study documents and ensuring their timely delivery to the reviewers
- 4) meeting all Graduate School submission and reporting deadlines
- 5) preparing the institutional response for the Graduate School and the Provost

The specific roles include:

Select external reviewers

- select and issue invitations to reviewers
- set date for site visit based on reviewers' availability

Coordinate the committee's travel, lodging, and dining needs, including:

- setting on-site visit dates based on reviewers' availability
- coordinating all lodging and travel arrangements
- arranging dining reservations for reviewers
- arranging meeting locations (WCH 3.110, unless otherwise specified)
- emailing the self-study, meeting schedule and biosketches to reviewers
- getting reviewers' signatures on AIS and PIF forms for accounting
- sending thank you notes to reviewers

Serve as liaison with the Graduate School, including:

- vetting the list of potential reviewers with the graduate school
- delivering the self-study to the graduate school
- formulating the institutional response with the graduate school

Support department in their preparation of all self-study materials, including:

- meet with Chair to discuss the external review process
- help finalize the list of questions to be sent to reviewers
- meet with graduate coordinator and/or advisor as needed
- review self-study prior to sending to reviewers
- send deadline reminders
- email reminder to all faculty are scheduled to meet with reviewers