

Sample Timeline | 5-Year Review of HS Departments & Schools

March - May	<ul style="list-style-type: none"> • Dean and/or Vice Chancellor Health Sciences (VCHS) Chief of Staff connects with Department Chair/School Dean to confirm interest in continuing with another 5-year appointment. • VCHS leadership requests committee nominations from the Committee on Committees
June - August	<ul style="list-style-type: none"> • Kickoff meeting with Chair/Dean, department or school business officer, and VCHS administrative staff and leadership. • VCHS staff schedules 5-year review meetings for the following winter/spring • Department/School begins drafting summary material due 2 – 3 months before official committee meeting as a single pdf.
September - October	<ul style="list-style-type: none"> • VCHS staff organize the confidential and anonymous 5-year review self-assessment with input from the Department/School. The self-assessment is launched online and hosted by a faculty representative of the Department/School to assist with inquiries. • VCHS staff begin scheduling interviews for committee meeting.
November - December	<ul style="list-style-type: none"> • VCHS staff amalgamate responses from online self-assessment and then share the composite with faculty contact to provide a cover letter for the survey results. • Chair/Dean receives composite self-assessment results and provides comment in Department/School summary material. • Department/School submit draft version of department material to VCHS for administrative check for completeness.
January - February	<ul style="list-style-type: none"> • Department/School finalizes the department material and submits to VCHS for distribution to the review committee.
February - May	<ul style="list-style-type: none"> • 5-year review committee is charged. The committee interviews stakeholders in groups or individually. • Committee prepares their report and submits to the Dean/ VCHS and the respective Chair or Dean for review.
June - July	<ul style="list-style-type: none"> • Chair/Dean meets with Dean/VCHS to discuss the committee recommendations. • The Chair/Dean and Dean/VCHS each write a response to the review and VCHS staff submits the documents (along with the committee recommendations) to Academic Personnel Services for review and comment from Committee on Academic Personnel (CAP) and a final decision for reappointment by the Chancellor.