

## Quality Enhancement Review: Process Guidelines

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1. An annual informational meeting is conducted with all deans and unit chairs/directors associated with units undergoing review (semester of review or before).
2. The Office of Institutional Research provides units under review with profiles of their performance on key measures.
3. Units, in consultation with the relevant academic dean, nominate external reviewers and submit the nominations to the Provost's Office for review and approval by the Provost. The nominations must disclose all affiliations between the proposed reviewer, Florida State University, and any of the unit faculty.
4. The Provost's Office negotiates with the unit and the external reviewer to establish site visit dates.
5. Each unit prepares self-study documents and submits these materials in accordance with the procedure outlined in the *Due Dates and Deadlines* section of this manual. Units should retain a copy of the materials for record keeping purposes.
6. Units generate the site visit schedule based upon the *Sample Site Visit Schedule*.
7. The external reviewer conducts the onsite visit.
8. The external reviewer submits a copy of the site visit report to the Office of the Provost within two weeks of their visit (as per their engagement letter). The report of the external reviewer is distributed to: Provost's Office, Chair of the Graduate Policy Committee, Chair of the Undergraduate Policy Committee, Faculty Development and Advancement Office, Dean of the Graduate School, Dean of Undergraduate Studies, unit chair/director, academic dean, University Libraries and other administrative and faculty representatives monitoring the process.
9. Both the UPC and the GPC Subcommittees conduct reviews in accordance with each group's procedures. These reviews may coincide with that of the external reviewer. The UPC and GPC review its subcommittee's report and make final recommendations. The academic unit under review submits an Action Plan that addresses the GPC recommendations to the Dean of the Graduate School.
10. The academic dean analyzes the reports and synthesizes them into an action plan, then submits an electronic copy to the Provost's Office. The action plan addresses issues raised in the self-assessment, by the external reviewer, the GPC or UPC and makes actionable recommendations for improvement. The recommendations should include actions that extend beyond the allocation of additional funds. The academic dean completes the Florida Board of Governors summary template for each program (by degree level) reviewed and submits the summaries to the Provost's Office.

11. The Provost evaluates the dean's action plans and makes budgetary, planning, and performance assessments against these plans.
12. The Provost's Office submits summary reports for each reviewed program to the Florida Board of Governors.
13. The GPC reviews progress on its recommendations and the academic program's Action Plan two years following full committee action. The UPC may request written follow-up on recommendations two years after the initial review.