

APPENDIX B

Quality Enhancement Review: 2017-18 Due Dates and Deadlines

Fall 2017

- Spring 2017 Informational Meeting for Fall and Spring Reviews
- QER guidelines distributed and posted on the website for the Provost's Office.
- Unit chair/director begins preparation of self-study materials.
- Late-June 2017 Institutional Research information available.
- June 16, 2017 Deadline for submitting the names of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- July/August 2017 Unit makes travel arrangements for external reviewer's onsite visit.
- August 14, 2017 Unit submits self-study material as follows:
Office of the Provost (212 Westcott Building, mvanos@fsu.edu)
- Four printed copies of report in tabbed binders
 - One electronic version of the report – pdf format
- Graduate Policy Committee (jpbeck@fsu.edu)
- One electronic version of the report – pdf format
- Undergraduate Policy Committee (chicken@stat.fsu.edu)
- One electronic version of the report – pdf format
- Unit's Academic Dean
- One copy of the self-study report (format determined by unit/dean)
- September/October 2017 External reviewer evaluates the program and submits recommendations to the Provost's Office.
- Following the visit makes arrangements for external reviewer's travel reimbursement
- Fall 2017 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Early Spring 2018 Academic dean completes executive summary, action plan, and Florida Board of Governors' summary templates for review by Academic Affairs.
- Provost's Office submits summary to the Florida Board of Governors for review.

Spring 2018

- Spring 2017 Informational Meeting for Fall and Spring Reviews
- QER guidelines distributed and posted on the website for the Provost's Office.
- Unit chair/director begins preparation of self-study materials.
- October 13, 2017 Deadline for submitting the names of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- Late October 2017 Institutional Research information available.
- Late Fall 2017 Unit makes travel arrangements for external reviewer's onsite visit.
- Dec. 8, 2017 Unit submits self-study material as follows:
Office of the Provost (212 Westcott Building, mvanos@fsu.edu)
 - Four printed copies of report in tabbed binders
 - One electronic version of the report – pdf formatGraduate Policy Committee (jpbeck@fsu.edu)
 - One electronic version of the report – pdf formatUndergraduate Policy Committee (chicken@stat.fsu.edu)
 - One electronic version of the report – pdf formatUnit's Academic Dean
 - One copy of the self-study report (format determined by unit/dean)
- January/February 2018 External reviewer evaluates the program and submits recommendations to the Provost's Office.
- Following the visit makes arrangements for external reviewer's travel reimbursement.
- Spring 2018 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Early Summer 2018 Academic dean completes executive summary, action plan, and Florida Board of Governors' summary templates for review by Academic Affairs.
- Provost's Office submits Summary to the Florida Board of Governors for review.