

APPENDIX B

Quality Enhancement Review: 2021 - 22 Due Dates and Deadlines

Fall 2021 Reviews

- Spring 2021 Informational Meeting for Fall and Spring Reviews
- QER guidelines distributed and posted on the Provost's Office website.
- Unit chair/director begins preparation of self-study materials.
- June 2021 Institutional Research information available. [Refer to *Table Index and Data Availability (2020-2021)* for specific dates.]
- May 17, 2021 Deadline for submitting the names and vita of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- Summer 2021 Unit makes travel arrangements for external reviewer's onsite visit.
- August 9, 2021 Unit submits self-study material and faculty vitae via Survey Monkey at: <https://qer-fsu-sm.smapply.us/sso/cas>.
- September/October 2021 External reviewer evaluates the program and submits recommendations to the Provost's Office.
- Following the visit, unit makes arrangements for external reviewer's travel reimbursement. Contacts Provost's Office (Susan Alexander) for funds transfer.
- Fall 2021 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Spring 2022 Academic dean completes action plan for review by Academic Affairs.
- Provost's Office submits summary to the Florida Board of Governors for review.

Spring 2022 Reviews

- Spring 2021 Informational Meeting for Fall and Spring Reviews
- QER guidelines distributed and posted on the Provost's Office website.
- Unit chair/director begins preparation of self-study materials.
- September 13, 2021 Deadline for submitting the names of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- October 2021 Institutional Research information available. [Refer to *Table Index and Data Availability (2020-2021)* for specific dates.]
- Late Fall 2021 Unit makes travel arrangements for external reviewer's onsite visit.
- December 6, 2021 Unit submits self-study material and faculty vitae via Survey Monkey at: <https://qer-fsu-sm.smapply.us/sso/cas>.
- January/February 2022 External reviewer evaluates the program and submits recommendations to the Provost's Office.
- Following the visit, unit makes arrangements for external reviewer's travel reimbursement. Contacts Provost's Office (Susan Alexander) for funds transfer.
- Spring 2022 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Summer 2022 Academic dean completes action plan for review by Academic Affairs.
- Provost's Office submits Summary to the Florida Board of Governors for review.

Revised: August 6, 2021