

APPENDIX B

Quality Enhancement Review: 2023 - 24 Due Dates and Deadlines

Fall 2023 Reviews

- Spring 2023 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.
- May 19, 2023 Deadline for submitting the names and vita of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- Summer 2023 Unit makes travel arrangements for external reviewer's onsite visit.
- August 14, 2023 Unit submits self-study material and faculty vitae via Teams.
- August/Early External reviewer evaluates the program and submits recommendations to
October 2023 the Provost's Office.
- (Review Window: August 28 – October 13)*
- Following the visit, unit makes arrangements for external reviewer's travel reimbursement. Contacts Provost's Office (Susan Alexander) for funds transfer.
- Fall 2023 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Spring 2024 Academic dean completes action plan for review by Academic Affairs.
Provost's Office submits summary to the Florida Board of Governors for review.

Spring 2024 Reviews

- Spring 2023 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 15, 2023 Deadline for submitting the names of three potential reviewers and known unit/institutional affiliations to Lynn Hogan (lhogan@fsu.edu)
- Late Fall 2023 Unit makes travel arrangements for external reviewer's onsite visit.
- December 11, 2023 Unit submits self-study material and faculty vitae via Teams.
- January/February 2024 External reviewer evaluates the program and submits recommendations to the Provost's Office.
- (Review Window: January 8 – February 16)*
- Following the visit, unit makes arrangements for external reviewer's travel reimbursement. Contacts Provost's Office (Susan Alexander) for funds transfer.
- Spring 2024 Undergraduate and Graduate Policy Committees conduct reviews and make recommendations.
- Summer 2024 Academic dean completes action plan for review by Academic Affairs.
- Provost's Office submits Summary to the Florida Board of Governors for review.

Revised: March 20, 2023