

Comprehensive Program Review Fall 2020 Department Timeline

plan	One year Prior to Review	Orientation meeting
	Two months after orientation meeting	Choosing site-visit dates and external evaluators Submit peer institutions to OEE
collect	Semester leading up to site visit	Self-study created by department Data-sources provided by OEE: Academic Analytics faculty report OIA data dashboards
	Site Visit	Evaluators report received and shared
reflect	4 weeks after site visit	Evaluator report received and action items meeting scheduled
improve	18 months post action items meeting	Chair reports on status of each action item

Contact Information

Coordinator: Daniel Schweitzer, ubcpr@buffalo.edu or 645-3089

Web Resources: <http://www.buffalo.edu/oe/cpr.html>

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Checklist for Department

plan	One year Prior to Review	Assistant Vice Provost Educational Effectiveness contacts academic dean. Academic dean approves.	
		Orientation meeting.	
	Two months after orientation meeting	Department submits list of potential evaluators and CVs/bios to coordinator. Department submits list of peer institutions to coordinator.	
		Proposed evaluators accepted by UG dean, Grad dean, UG dean, UG asst. dean, school dean, associate dean.	
collect	Semester leading up to site visit	OEE sets up CPR account and establishes departmental access.	
		Coordinator collects names of 5 peer departments from chair - Academic Analytics creates report comparing faculty productivity.	
		Assistant to Chair/departmental assistant books hotel from approved list	
		Self-study due five weeks prior to site visit. Submitted to coordinator, who sends to deans for review.	
Self-study approved by deans. Chair sends self-study to evaluation team.			
reflect	4 weeks after site visit	Site visit itinerary submitted to coordinator by department. Please include evaluator flight info, and travel details to/from airport/hotel/campus.	
		Site visit itinerary reviewed and approved. Chair sends itinerary to evaluators.	
improve	18 months post action items meeting	Site Visit.	
		Remainder of funds from CPR account returned from OEE.	
		Evaluators report received and shared.	
		Action items meeting scheduled. Attendees: Grad dean, school dean, associate dean, chair, VProvEduEffectiveness, coordinator.	
improve	18 months post action items meeting	Coordinator will send a list of action items to meeting attendees for final approval.	
		Coordinator sends chair action comments form to complete.	
		Action items comments form returned to coordinator, and distributed to Provost, UG dean, Grad dean, school dean, VP EduEffectiveness.	