## Administrative Unit Review Process Flow: FY25 Reporting

<ul> <li>1 – By Early June: Start of review process begins with the following, provided by the University Assessment Committee (UAC): <ul> <li>(a) Official Announcement(s);</li> <li>(b) Reporting forms and reference documents;</li> <li>(c) Data profiles provided by IR (where available)</li> <li>(d) Invitation to Workshop(s); (periodic/not offered every year)</li> </ul> </li> </ul>	<ul> <li>2 - Late Summer (Early August):         <ul> <li>(a) Check-in with Unit heads with a reminder;</li> <li>(b) Ensure awareness of process &amp; forms, and answer questions.</li> </ul> </li> </ul>	<ul> <li>3 – Early Fall (mid-September):         <ul> <li>(a) Check-in with Unit heads with a reminder;</li> <li>(b) Ensure awareness of process &amp; forms, and answer questions.</li> </ul> </li> </ul>
<ul> <li>6 – Late October:         <ul> <li>(a) Completed reviews sent to Institutional Research by October</li> <li>24<sup>th</sup>. The Institutional Research Office will share reviews received with the University Assessment Committee (UAC).</li> </ul> </li> </ul>	<ul> <li>4 – Early to Late October:         <ul> <li>(a) Opportunity for Vice Presidents (or Direct Supervisor, as appropriate) to meet with Unit Heads to discuss submitted reviews (assessment process, unit performance, resource needs, etc.).</li> </ul> </li> <li>October 3<sup>rd</sup> – October 24<sup>th</sup></li> </ul>	<ul> <li>4 – Early October:         <ul> <li>(a) Unit heads provide completed reviews to Vice Presidents by</li> <li>October 3<sup>rd</sup> (whether Annual Updates OR Full Reviews)</li> </ul> </li> </ul>
<ul> <li>7 – By/Before March 1<sup>st</sup>:         <ul> <li>(a) UAC uses process review guidelines to provide feedback on Full Reviews and Annual Updates.</li> </ul> </li> </ul>	<ul> <li>8 – By/Before April 1<sup>st</sup>:         <ul> <li>(a) UAC leadership shares feedback from assessment processes with Provost, Vice Presidents, and Unit Heads/individuals who completed the review.</li> </ul> </li> </ul>	<ul> <li>9 – By/Before end of May:         <ul> <li>(a) Opportunity to discuss UAC feedback on assessment processes prior to the next round of unit review.</li> </ul> </li> </ul>