**\_\_\_\_1. Establish Self-Study Committee**

* Unit administrator establishes a self-study committee consisting of 2 to 6 members
* Identify 1 member as committee chairperson
	+ - Identify 1 member as principal writer (may be same as chair)
		- Assign specific sections to individual members

**\_\_\_\_2. Submit External Consultant Recommendations for Phase 2**

* Support Unit will identify a list of four potential candidates ranked in order of preference.

**Consultant recommendation submissions must include the following:**

* Contact Information
* Profile or Vita for each individual nominated
* Justification for Nomination
	+ Reason why recommended consultant represents a “good-fit” in reviewing the Stan State department or program
	+ Does the nominated individual have experience with units similar to the on-campus department in scope and size?
	+ Does the person have a background in developing or overseeing a relatively similar department offered on Stan State campus?
	+ Will consultant provide expertise needed for moving the department to the next level of excellence?
* A notation of any prior professional or personal relationships that department members have with the individual being nominated.
* A statement as to whether the nominated external consultant may be in a position of competing with the department (or any potential conflict of interest) which would disqualify him or her from serving as a consultant.
* Brief description (two to three sentences) noting how the reviewer was selected for recommendation by the department.

**\_\_\_\_2. Obtain Special Issue topics Identified by Vice President.**

* VP may develop a set of topics that are timely and unique for issues facing the unit under review.

**\_\_\_\_5. Identify and obtain data needed for self-study.**

**\_\_\_\_6. Self-Study Completed.**

* VP of Division shall review and approve self-study.
* Send an electronic file of self-study including all attachments to VP for SPEMI by due date.