

Support Unit Review Timeline for 2019-2020		
Phase 1	Program Review Committee Established, External Consultant Visit	
	Due Dates	
	10/1/2019	Unit's Self-study Committee is Established:
		Each unit shall establish a Program Review Committee consisting of two to six members. The membership of this committee is to be established by the unit head with attention to the following:
		1 Member to be identified as the lead/chair
		1 Member can be identified as the principal writer and may be the same individual as the chair
		Members should be assigned responsibility for completing specific sections of the self-study
	10/1/2019	Review Team is Established:
		The University will establish a Support Unit Review (SUR) Review Team consisting of 11 to 12 members. The membership of the SUR Review Team can be seen at: https://www.csustan.edu/spemi/key-components-external-review . The unit head should also work with the division head to appoint an individual from the unit to serve as the liaison between the unit and the SUR Review Team as the review team works through the unit's review.
	4/1/2020	Self-studies Completed: Self-studies are to be developed in accordance with guidelines provided in California State University, Stanislaus Support Unit Review, Policy and Procedures handbook. This documentation can be found online at: https://www.csustan.edu/sites/default/files/groups/SPEMI/documents/c_sur_overviewpacket_11817_1.pdf . The final self-study shall be reviewed and approved by the unit's head, Dean or VP before submission to the Review Team.
		The self-study and all supportive documents will be submitted electronically using Campus Labs. Instructions for document submission can be found at https://www.csustan.edu/sites/default/files/groups/SPEMI/cl_user_documentation.pdf . An email stating the self study had been loaded into Campus Labs should be sent to the Vice President of SPEMI just after the submission is completed. Additional resources can be found at https://www.csustan.edu/spemi/support-unit-review/support-unit-review-documents
		The unit will also be reviewed by one external reviewer as the professional and content expert for each of the units being reviewed; there may be two such consultants for large units with multiple programs and sufficient diversity in their specialized services.
	4/12/2020	Submission of Names of External Reviewers: Units to submit names, bio, and contact information for 3 to 4 external reviewers along with a brief justification for why each potential reviewer is a good fit to serve as a reviewer. Criteria for selecting external reviews can be seen at: https://www.csustan.edu/spemi/selecting-external-consultant .
	Sept 2020 - Dec 2020	External Consultant visit: The external consultant's itinerary and program for the site visit is prepared with input and oversight by the SUR Review Team in consultation with the head of the unit being reviewed. During the site visit the external consultant and the SUR Review Team will meet with unit's personnel and its various stakeholders. They will tour facilities and, where appropriate, visit external campuses such as those in Stockton. Within two weeks of the site visit, the external consultant provides a written report to the SUR Review Team.
Phase 2	Completion of Report, Opportunities for Feedback, and Memorandum of Agreement	
	February	Review Team Report Draft: After reviewing the external consultants written report, the review team will present its major findings and recommendations to the vice president or president, who, in turn, distributes the preliminary draft to the unit, so that the unit may correct any factual errors before the report is finalized.
	March	Review Team Report Completed: A final report is provided to the vice president or president by the review team within six weeks of the return to the review team of the preliminary draft. The vice president or president distributes copies of the final report to the unit administrator. The unit administrator distributes the final report to all members of the unit being reviewed. The executive summary, minus any references to individuals, is an open document and distributed to the campus community through the university web page and the Academic Senate.
	April	Unit response to Review Team's report: Following receipt of the final report of the review team, the unit being reviewed may provide the vice president or president with a written response to the review team's report findings and recommendations. The vice president or president distributes a copy of the unit's response to the review team, and president. In addition, the report and follow up documents will be distributed to the university community via the web.
Phase 3	Strategic Implementation Plan and Follow-Up	
	May	Strategic Implementation Plan: A strategic implementation plan with agreed-upon actions to be taken is developed with input from and jointly approved by the vice president or president and the unit administrator. The strategic implementation plan (1) identifies and prioritizes the goals of the unit over the next five years; (2) identifies the strategies which will be used to accomplish those goals, e.g., state what actions are to be taken by whom and include deadlines; and (3) identifies the expected outcome or results of the strategic implementation plan.