

Department Administrator
Name
Timeline
Spring 200*

January 11	Planning & Analysis receives copy of cover letter dated January 17 with deadline of January 26, addresses, and approved evaluation form. (1 WEEK PRIOR TO EVALUATION OFFERING)
January 17	Evaluations emailed out
January 26	Evaluations closed (SURVEY TYPICALLY AVAILABLE FOR 7 BUSINESS DAYS)
January 29-Feb. 2	Planning and Analysis prepares results (TYPICALLY ONE WORKING WEEK FROM SURVEY CLOSING)
February 2	Provide committee with final report (IF NO COMMITTEE, REPORT MADE AVAILABLE TO PROVOST/DEAN)
February 12-16	Committee reviews survey and compiles a report
Week of February 19	Report made available to Provost/Dean