

Five-Year Administrative Review of Dr. *****
Dean of *****
Schedule of Events (Preliminary)

Tasks to be Completed	Assigned to	Provided to	Due Date	Completion Date	Usual Time span
Agree on timeline	Provost	P&A	August 17, 2007		
Submit a set of goals and objectives	Dean	Provost	August 31, 2007		2 weeks
Provide finalized copy of evaluation form	Dean	P&A	August 31, 2007		2 weeks
List of mailing labels/email addresses	Dean	P & A	September 7, 2007		1 week
Receive copy of goals and objectives	Provost	P&A	September 7, 2007		1 week
Letter announcing review	Provost	P&A	October 5, 2007		
Mail out letter announcing review	P&A		October 8, 2007		2-4 days
Cover letter for evaluation	Provost	P & A	October 8, 2007		
Reference Letter	Provost		October 8, 2007		
Mail out reference letter	Provost		October 8, 2007		2-4 days
Mail out the evaluations	P & A		October 16, 2007		1.5 weeks
Receipt of evaluations		P & A	October 26, 2007		2 weeks
Five external references returned		Provost	October 26, 2007		2 weeks
Announce the advisory committee	Provost		November 2, 2007		1 week
Analysis of data	P & A		Nov. 2-9, 2007		1 - 1.5 weeks
Report of Survey to Advisory Committee	P & A	Advisory Committee	November 16, 2007		1 week
Advisory Committee Draft Report	Advisory Committee	Provost	November 30, 2007		1 week
Final Advisory Committee Report	Advisory Committee	Provost, Dean	December 14, 2007		2 weeks

P & A =Planning and Analysis