

## College of Public Service

### Annual Assessment Planning and Reporting Timeline

Timeframe	Annual Assessment Activities	Responsible Parties	Deadline
<b>By end of March or mid-June prior to data collection</b>	Faculty receives notification of courses to be taught in the fall	Chairs	End of March (spring) or Mid-June (summer)
<b>By end of March or mid-June prior to data collection</b>	Faculty with schedule assessment in the fall provided information on assessment process.	FAC ADA	End of March (spring) or Mid-June (summer)
<b>Academic year prior to the report (March)</b>	Assessment measures gathered during the spring semester.	Faculty	March
<b>Academic year prior to the report (March)</b>	Invite faculty to submit other activities they engage in to improve student success, quality of the curriculum and instruction in the discipline or co-curriculum activities (Source: CPS Dean's College Report, Optional: Additional Improvement Strategies)	Faculty ADA	March
<b>By end of the March and mid-June of the academic year prior to the report</b>	ADA receives assessment data from faculty.	ADA Faculty	End of March (spring) or Mid-June (summer)
<b>By end of June or during the Fall semester of the academic year prior to the report</b>	Organize norming sessions to ensure inter-rater reliability/validity.	ADA FAC Faculty Chair(s)	June Fall Semester
<b>August-October</b>	<u>Non-Academic Assessment</u> ADA engages Center Directors in developing the annual assessment plans or assist with the follow-up of the assessment report from the previous year.	ADA Directors (including Centers) UHD Assistant Dean (Advising)	October 13

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<b>August - October</b>	FAC and ADA engage faculty in developing annual assessment plans or assist with the <b>follow-up</b> of the assessment report from the previous year.	FAC Faculty ADA (plan changes)	October 20
<b>October</b>	ADA receives the annual assessment plans for formatting and revisions.	FAC Directors (including Centers)	October 25
<b>October</b>	ADA submits the annual assessment reports to chairs for signature.	ADA	<b>*October 31</b>
<b>November</b>	Chairs or immediate supervisor must receive faculty approval on all annual plan/report changes and return to ADA.	Chairs/Immediate Supervisor	November 10
<b>November</b>	ADA submits annual assessment plans to the dean for signature.	ADA	<b>*November 15</b>
<b>November</b>	All supporting documents used as evidence sent to ADA by November 30 <sup>th</sup> .	FAC Faculty	November 30
<b>December</b>	The dean has until December 14 to propose any revisions to the assessment plans/reports and obtain faculty approval.	Dean	December 14
<b>December</b>	The dean submits annual assessment plans to the Office of Academic Assessment (OAA).	Dean	<b>*December 15</b>
<b>January</b>	All materials should be archived electronically and overview of assessment results due to the Provost's Office.	OAA ADA	<b>*January 15</b>
<b>January</b>	<u>Non-Academic</u> ADA and the Dean review <b>follow-up</b> to the Dean CPS College Assessment Plan and Report.	ADA Dean	January 10
<b>January</b>	<u>Non-Academic</u> ADA reminds the dean to requests updated copies of Curriculum Vitae (CV) from faculty for the website.	Dean ADA CPS Web Technical Support Specialist for the Website	January 15
<b>January</b>	<u>Academic and Non-Academic</u> ADA obtains supporting document as evidence to the Dean CPS College Assessment Plan Report.	ADA FAC Faculty Directors (including Centers)	January 24

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<b>January</b>	<u>Non-Academic</u> The Dean CPS College Assessment Plan and Report submitted to OAA.	Dean	January 31
<b>End of March</b>	The Academic Assessment Committee (AAC) reviews assessment reports and provides feedback in the spring.	AAC	End of March
<b>End of March</b>	Faculty develop initiatives or change course activities following the plan submitted to OAA in October.	FAC Faculty	End of March
<b>September - October</b>	<u>Academic and Non-Academic</u> ADA works with FAC members, faculty, and center directors to develop follow up narratives of the assessment report of the previous year.	ADA FAC Faculty Center Directors	October 25

**Notes:**

**\*UHD Timelines**

Academic Assessment Committee (AAC)

Assistant Director of Assessment (ADA)

Faculty Assessment Coordinators (FAC)

Office of Academic Assessment (OAA)