

Procedures for Delinquent Assessment Reports

1. November 1, Assessment co-chair emails department chair with a request for anticipated date of report delivery with an offer to assist, if necessary.
2. December 1, Assessment co-chair telephones department chair with a request for anticipated date of report delivery. Co-chair offers assistance from the committee. If there is no response, within one week, co-chair requests a meeting. Barring extenuating circumstances, we expect the report by the end of first semester.
3. Feb 1, Assessment co-chair emails department chair and college dean with a request for the report by March 1. Extensions may be granted until May 1.
4. March 8, Assessment co-chair requests a meeting with the department chair and dean. Report is due by May 1. Department chair is alerted to the possible funding repercussions of delinquent reports as detailed in section 2, page 4 of the University Handbook: "When a department fails to complete its Assessment Report according to the "Reporting Cycle for Assessment and Department Review", the provost will hold all staffing and budgeting decisions for the delinquent department in abeyance."
5. May 8, Assessment co-chair requests a meeting with department chair, dean and provost to discuss withholding funds until the report is submitted.

	Assessment co-chair action	Anticipated result
November 1	Email reminder to department chair	Email response from dept. chair with anticipated date of report delivery
December 1	Telephone conversation with department chair	Dept. chair provides date of delivery
February 1	Email reminder to department chair and college dean	Report delivered by March 1
March 8	Meeting request to department chair and college dean	Discussion of delinquent report and funding repercussions. (University Handbook, section 2, page 4). Report is delivered by May 1.
May 8	Meeting request to department chair, dean and provost	Discussion of delinquent report and funding repercussions. Report is delivered.

Last revised on 10/12/2012.