

An Example of a 5-Year External Review

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- Flow-Chart of Time-Line
- Components of Self Study
- Charge to Committee
- Example Schedule



Flow-chart of time-line

- **Year 1:**
 - May-June: Coordinate dates with VCR and provide list of potential reviewers
 - July-Aug: Prepare tentative agenda and send to VCR
 - Sept.-Oct: Prepare Self-Study document (handout)
 - Nov.-Dec.: Prepare Director's presentation to ERT

Flow-chart of time-line

- **Year 2:**
 - Jan.: On-site review
 - Feb.: Report by ERT to VCR
 - March: Director provides written response to ERT Report
 - April: VCR reviews response; consults with Provost & Chancellor
 - May: Chancellor issues memo to BoT
 - July: BoT approves Chancellor's request

Components of Self-Study

- Previous 5-years
- Summarize:
 - Mission
 - Scholarly accomplishments
 - Instruction
 - Education Outreach/ Public Service
- Noteworthy accomplishments
- Needs! (\$, staff, infrastructure, programmatic, training, etc.)

Charge to Committee

- Current funding & space sufficient ?
- Academic standards being met?
- Faculty participation sufficient?
- Are non-tenured faculty being appropriately mentored toward P&T?
- Is quality of scholarly activity high?
- Does Center duplicate efforts elsewhere?
- Does financial audit demonstrate Center is being managed properly?
- Are Center clients being served?

Example Schedule

	January 17, 2018	
5PM Bask Hotel Morehead City	Team Meeting	- Dr. Floyd pick-up and transport from New Bern airport earlier that day. - Drs. Burnett and Posey will arrive by car
6:00 pm	Dinner with ERT, Eggleston, M & S Stoskopf	Van to restaurant
January 18, 2018		
7:30 am – 8:30 am	Breakfast at Hotel ERT & Horowitz	Pick up from Bask Hotel at 830AM
9:00 am– 9:30 am	Review Panel Briefing and Charge*	CMAST Room 205 J Horowitz
9:30-11am	Overview of CMAST Research, Extension & Academic Programs Eggleston, Buckel, Harms, Eggleston, Bolton, Curley	CMAST Room 205
11:00 am – 11:15 am	Break	
11:15 am – 12:15 pm	Teleconference/Google hangout meeting with relevant Dept Heads. & Faculty on main campus in Raleigh	CMAST Room 205 Jordan Hall 4151
12:15-1:15 pm	Lunch with Graduate Students	Room 205 & Google hangout
1:15-2:15 pm	Meeting with Stakeholders Thayer, Price, Curley, NC SG, NC Coop Ext, NC DMF, NOAA, Industry, etc.	CMAST Room 205
2:15-3:00 pm	Meeting with Staff Bolton, Yeager, Dunn	CMAST 205
3:00-4:00	Tour of Facility Eggleston, Harms, Buckel, & Bolton	
4:00-5:00 pm	ERT Deliberations Regarding Preliminary Conclusions	CMAST 205
5PM	Return to Hotel	Van to BASK Hotel
6:00 Group dinner	ERT, Eggleston, C Harms, V Thayer	Transport Dinner & back to Hotel

Example Schedule

	January 19, 2018	
7:30-8:30 am	Breakfast at Bask Hotel	Burnett and Posey drive to CMAST and transport Ruth
9:00-10:00 am	ERT Develop Preliminary Report	Room 205
* Center Director and Personnel do not attend this meeting		
10-10:30 am	Exit interview with ERT and J Horowitz	Room 205
10:30-11:30 am	Presentation by ERT to CMAST Faculty, Staff & Students	Room 205
11:00am-12:00pm	Working lunch by ERT to complete first draft of report	Room 205
12:15 pm	ERT Departs as necessary	Eggleston to transport Ruth to New Bern airport

Questions?



<http://www.cmast.ncsu.edu>

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