

Support Services Review Timeline

(Provost Units) **modified FY14**

WHEN	WHO	WHAT
October	Unit Review Leaders & OIEA Staff	SSR orientation meeting
October - March	Unit Review Leaders	Unit prepares data AND conducts SWOT <ul style="list-style-type: none"> • <u>Data must be submitted to participants and facilitator 2-3 weeks prior</u>
November - March	Unit Review Leaders	Begin completing Non Instructional Support Service Review Template (SSRT) (can be completed anytime after SWOT)
March – May	Unit Review Leaders	Develop/Refine Non Instructional Support Service Review Template (SSRT)
April – May 31	Unit Review Leaders	ALL SWOTs to be completed SWOT results due to OIEA
July 1	Unit Review Leaders	Support Service Review Template (SSRT) due to OIEA
July 1 - August	Support Services Review Subcommittee	Review Support Service Review Template (SSRT) / Annual Updates <ul style="list-style-type: none"> • provide feedback to units
July - August	Unit Review Leaders	Revise Support Service Review Template (SSRT) / Annual Updates
July – August 31	ALL Unit Review Leaders	Present findings to appropriate leaders and stakeholders AND return sign off to OIEA
March 1 Successive Years	Support Service Review Units	Submit Support Service Review Template (SSRT) UPDATES