

Process for Rubric Review of Key Assessment

Rubric Review Timeline		
Date	Step	✓
First week of semester	Instructors will submit the key assessment rubric to the chair of rubric review committee	
Second week of semester	Chair of the rubric review committee meets with committee and assigns rubrics to each committee member	
Third week of semester	Each rubric review committee member reviews the key assessment rubric using the appropriate checklist and schedules a time to meet with the key assessment author to discuss revisions and edits	
Fourth week of semester	All rubric review committee members meet with key assessment authors	
Fifth week of semester	All key assessment authors revise/edit their key assessment rubric and resubmit to assigned rubric review committee member	
Sixth week of semester	All rubric review committee members evaluate updated key assessment rubrics. If all corrections were made, the rubric review committee member submits to the LiveText Coordinator. If all corrections were not made, the rubric review committee member sends the key assessment rubric back to the key assessment author for additional correction. (If this occurs, the key assessment author has one week to make final corrections.)	
14th day of following semester	The chair of the rubric review committee looks over list of new courses or courses that require a rubric review to look for missing key assessment rubrics. The chair of the rubric review committee notifies relevant faculty members and chair(s).	
21st day of following semester	The chair of the rubric review committee looks over list of new courses or courses that required a rubric review to look for missing key assessment rubrics. The chair of the rubric review committee notifies chair(s) and dean.	
30th day of following semester	Dean holds meeting with relevant faculty member(s) about missing rubrics.	
End of academic year	Chair(s) make note of missing rubrics in faculty annual evaluation(s).	