

## **Action Plan in Response to Peer Review**

The action plan is written by the department head/director with help from faculty/staff in response to the visit and is due six months after the peer reviewer's report has been submitted. The action plan must be reviewed and approved by all the unit's supervisors (VPs, AVPs, and Deans) before being presented to the Council on Institutional Effectiveness (CIE). The action plan will be *discussed with CIE within one year of the visit*.

The following are a list of questions that will be addressed in the action plan:

1. What actions have you already taken as a result of the reviewer's report? These actions could take the form of either responding to a challenge or bolstering a strength.
2. What longer-term actions do you have planned as a result of the reviewer's report? Be sure to report these actions in your annual Continuous Improvement Report (CIR, formerly IEP) as you complete them.
3. Are there any reviewer recommendations that you do not plan to address and, if so, why not?
4. Have you discussed this action plan with your supervisor and is your supervisor in agreement (must be approved by supervisor before submitting)?
5. When do you plan to meet with the Council on Institutional Effectiveness (CIE) to discuss your action plan with them (must be within one year of visit)?