**Process for Updating Department Collegial Review Documents**

The normal timeline for updating the Department Collegial Review Document (DCRD) will be every five years---typically when the department is also doing program review.\* However, in the event the department would like to make changes in the interim the following process will be utilized. In order for a DCRD to be in effect the following academic year, the tracked change document must be received by the Associate Provost on or before February 1.

1. Departmental faculty and Department Head determine the proposed changes and submit a word document with tracked changes to the Dean for review and approval. This may be an iterative process between the department and the Dean.
2. Once the Dean approves of the changes, he/she submits it electronically to the Associate Provost for review.
3. The Associate Provost reviews and submits the document to the Provost for review and approval.

1. If changes are suggested from the Provost the comments are inserted on the document and returned to the Dean to work with the department to revise. The Dean then resubmits the document to the Associate Provost for review and submission to the Provost. This may also be an iterative process between the Dean and the Provost.
2. Once finalized by the Provost, the Associate Provost notifies the Dean and Department Head to send a hard copy, with Department Head and Dean signatures, to the Associate Provost.
3. The Associate Provost obtains the Provost’s signature, scans the signature document, emails it to the Department Head and Dean, and posts it to the WCU website with APR 4 at <http://www.wcu.edu/10132.asp> .

\* If the DCRD is being updated as part of the program review process the DCRD must be submitted with tracked changes as part of the program review documents. When receiving the program review report the Provost will review the DCRD and work with the Associate Provost to communicate changes to the Dean and Department Head---see step #4 above. The process continues from step 4 as indicated above.