2018-2019 Key Dates and Deadlines for MPE Self-study Chairs

Thank you for the energy and leadership you are bringing to the Mission Priority Examen (MPE) process at your Jesuit college or university. The fact that your president selected you to lead this effort communicates great confidence in your mission competence and ability to coordinate a thoughtful, comprehensive reflection on institutional mission. The AJCU is here to support you in this important work.

This page lists key dates to help you, as you set an overall calendar for the process. Some schools choose to begin their MPE before the academic year in which their campus visit will occur. In these cases, submitting materials early is always acceptable.

 Shortly after Accepting the Role of Chair

☐ Working with the President, confer with the Provincial Assistant for Higher Education regarding any specific preferences the Provincial has for how the process should function in the specific Province and school.

☐ Discuss with the President how the Board of Trustees will be involved, including focus groups, committee participation, and/or Self-study approval.

☐ Identify dates for completion of the Self-study.

☐ Support the work of the President and Provincial Assistant to select four Peer Visitors, including a Chair (see Selection of Peer Visitors section of the MPE website).

☐ Identify dates for the Peer Visit, with attention to the April 8 deadline for submission of all materials to the AJCU. Please allow enough time, in advance of this date, for:

• Peer Visitors to complete their report;
• Discussing/revising of the Self-study, based on the Peer Visitors’ input; and
• Vetting the report with campus constituencies whose formal support will be sought (Board of Trustees or Board committee, Academic Senate, President’s leadership team, etc.), per the directive of the President.

☐ Working with the President and her/his staff, contact the Office of the (Arch)Bishop to schedule a meeting; confirm that a letter of request, explaining the MPE process has been sent. The President may also wish to include the Some Characteristics document as a resource for the (Arch)Bishop.
**September 10, 2018**

- Participate in the AJCU Videoconference Orientation for Self-study Chairs, by following the Zoom instructions in the appointment you received. Participants will include past Self-Study and Peer Visitor committee Chairs, and AJCU staff. If you have not received an Outlook Calendar invitation, contact Stephanie Russell at the AJCU office.

**On or before October 1, 2018**

1. Send to Rev. Michael Sheeran, S.J.:
   - Names and emails of Campus Self-study Committee Members
   - Names and emails of Peer Visitor Committee Chair and Members (see Selecting Peer Visitors section of the website)
   - Dates of Peer Visitor Committee campus visit
   - A two-page summary, outlining the calendar for the MPE process, and how the Bishop, Board of Trustees, Faculty, Staff, Students, Jesuit Community, and others will participate in the school’s MPE.

[One Month or More before Peer Visit – Enter Date]

- Email Self-study to all members of the Peer Visitor Committee, and other constituencies, as directed by the President.
- Communicate the intent and timing of the MPE and Peer Visit to the Campus Community.
- Finalize the visit schedule with the Chair of Peer Visitor Team.
- Finalize all travel and housing arrangements for Peer Visitors.

[Two Weeks after Peer Visit – Enter Date]

- Receive and review draft of Peer Visit Report. Determine with your President what response, including changes to the Self-study, is appropriate.

[Three Weeks after Peer Visit – Enter Date]

- Send response to Peer Visitor Committee Chair, discuss any adjustments you wish to make to your mission priorities; clarify facts, opinions, or recommendations in the report, as needed. Receive final Peer Visit Report.

**April 8, 2019**

- Submit [Amended] Self-study (full text) and [Amended] Executive Summary to Rev. Michael Sheeran, S.J., at the AJCU. Fr. Sheeran will send the materials to the school’s Provincial.
[Six or More Weeks after Peer Visit – Enter Date]

☐ Using the feedback form at the end of the MPE website, send AJCU your comments about how the Mission Priority Examen process went on your campus, and your advice on what might be emphasized or changed in forthcoming years.

☐ Discuss follow-up with the President, including support from AJCU's Mission Consulting Services.

These key dates can be supplemented with the calendar for creating your Self-study, and with other campus-specific deadlines, such as sharing the report with the Board of Trustees. If you have questions about timelines and/or dates, please click here to email Rev. Michael Sheeran, S.J. and the MPE National Coordinating Committee – or contact Fr. Sheeran by phone at (202) 862-9893.