**AESS Annual Assessment Process (September through August)**

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| **Month** | **Task** | **Responsible Party** |
| September | * Submit draft 5-Year Annual Assessment Plan to the AESSAC. * Submit Annual Assessment Findings Report for the previous year’s assessment activities to the AESSAC. | Divisions and Units |
| October | * Submit draft 5-Year Annual Assessment Plan to the AESSAC. (continue) * Submit Annual Assessment Findings Report for the previous year’s assessment activities to the AESSAC. (continue) | Divisions and Units |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). | AESSAC |
| November | * Submit final draft of next year’s 5-Year Annual Assessment Plan to the AESSAC. (continue) | Divisions and Units |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). (continue) | AESSAC |
| December | * Finalize 5-Year Annual Assessment Plan | Division and units  AESSAC |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). (continue) | AESSAC |
| January | * Finalize 5-Year Annual Assessment Plan (continue) | Division and units  AESSAC |
| * Execute 5-Year Annual Assessment Plan | Divisions and Units |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). (continue) | AESSAC |
| February | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| March | * Finalize 5-Year Annual Assessment Plan (continue) | Division and units  AESSAC |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). (continue) | AESSAC |
|  | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| April | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| \*Provide feedback using rubric and/or face-to-face consultation session(s). (continue) | AESSAC |
| May | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| June | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| July | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |
| August | * Execute 5-Year Annual Assessment Plan (continue) | Divisions and Units |