2019 Community of Excellence (Level 3) Examiner Timeline and Key Information

Applications for the Community of Excellence (Level 3) assessment and recognition will include responses to the Communities of Excellence criteria in their entirety, including the Community Profile and categories 1–7. In their responses to the process categories (1–6), applicants will detail the approach used, the extent of deployment, evidence of learning, and integration among processes. In responding to category 7 (Results), applicants will report levels, trends, comparisons, and integration for all key results.

Estimated Time Commitment: Approximately 30 hours including three video conferences

Number of Examiners Needed: Maximum of 12. Teams will consist of 4 Examiners.

Key Dates
- Friday July 5th – Last day to apply to be Examiner
- Wednesday, July 17th: Examiners are notified of community assignment and receive doodle polls to schedule required video meetings
- Wednesday July 24th – Last day to respond to doodle polls
- Monday, August 12th, 1:00 pm ET/10:00 am PT: Webinar tutorial on the Community of Excellence level assessment
- Friday, August 16th: Application received by the Examiner team
- Monday, August 26th: One-hour **video conference** with the Examiner team
- Wednesday, August 28th – Friday, August 30th: One-hour **video conference** with the Examiner team and a representative from the applicant community
- Wednesday September 11th – Examiners complete application review
- Wednesday, September 18th – Tuesday, September 24th: Three-hour consensus **video conference** with the Examiner team with possibility of one additional video conference.

Phase One: August 16th to August 30th

1. Community of Excellence applications and template for review are sent to Examiners on August 16th.
2. Read the Communities of Excellence framework in its entirety. Also read the notes for each item as well as the glossary of key terms.
3. Read the Community of Excellence application assigned including the glossary of abbreviations.
4. Write down all areas where you have questions or need more information and send these comments to Stephanie (snorling@communitiesofexcellence2026.org) by Friday August 23rd.
5. Participate in first video conference with Examiner team to agree on final set of questions for community (Monday August 26th for one hour).

6. <u>Participate in second video conference with applicant community representative(s)</u> to discuss questions (Wednesday-Friday August 28th-30th for one hour).

<u>Phase Two: August 31st to September 11th</u>

1. Re-read the Community of Excellence application and use the template provided to write your application comments.
   Note: Your comments <u>do not need</u> to be formal "feedback ready" comments at this time.
   a. Write up to three highlights and three considerations <u>in total</u> related to their Community Profile.
   b. Write at least one highlight and one consideration for each question in categories 1-7. Write your comments in the section that corresponds to the category and item number and the relevant column i.e. Highlight or Consideration.
2. For categories 1 through 6, focus these highlights and considerations on the evaluation factors of approach and deployment, evidence of learning, integration among processes as well as alignment with information in the Community Profile.
3. For category 7, highlights and considerations should focus on the levels, trends, comparisons and integration for all key results. Also focus on the alignment of the results with information in the Community Profile and categories 1 through 6.
4. List any key themes observed or general feedback at the end of the template.
5. Once completed, email this form to Stephanie ([snorling@communitiesofexcellence2026.org)](mailto:snorling@communitiesofexcellence2026.org) by September 11th.

<u>Phase Three: September 18th to October 15th</u>

1. <u>Participate in consensus conclusion call (third video conference).</u> During this meeting all Examiners will agree on the final comments that will be provided to the community applicants. (Wednesday September 18th – Tuesday September 24th for three hours).
   Note that if consensus is not complete, there may be an additional video conference.
2. Review final Feedback Report and provide comments if needed via email.