

Administrative Unit: Program Review Calendar 2011-2012 Cycle

Month/Year	Action Item	Person(s)/Dept. Responsible for completing Action Item.
Feb./Mar. 2011	Program Review Activity Begins	
Mar. 14	Units receive notification of participation in Program Review	IRPE
Mar. 28-April 1	1 ½ hour program review orientation workshops	IRPE
Apr. 2011	Units work on Self-Studies: Refer to Self-Study documents: http://www.uky.edu/IRPE/ie/program_review.html	
4	Units identify self-study committee and submit to IRPE	Units
May 2011	Units work on Self-Studies	
Jun. 2011	Units work on Self-Studies	
Jul./Aug. 2011	Units work on Self-Studies	
Aug./Sept. 2011	Units work on Self-Studies	
Sept. 2011	Units Complete Self-Studies for Review	
1	Unit CAOs Identify external Reviewers	
5	Confirm External Reviewer Committee (ERC) membership and notify IRPE	Administrator to whom the Unit Head reports
12	Complete and submit unit self-study to appropriate unit staff for review	Unit Head; self-study committee, etc.
19	Unit self-studies are reviewed by the administrator to whom the unit head reports	Administrator to whom the Unit Head reports; & Unit Head
Oct. 2011		
3	Administrator to whom the unit head reports releases unit self-studies for IRPE review & approval	Administrator to whom the Unit Head reports
24	Unit self studies are reviewed and approved for release to ERC	IRPE
31	Administrator to whom the unit head reports releases to External Review Committee (ERC) and convenes first ERC meeting	Administrator to whom the Unit Head reports
Nov./Dec. 2011		
	External Reviewers conduct reviews of their assigned units. Refer to External Review Documents: http://www.uky.edu/IRPE/ie/program_review.html	External Review Committees
Jan. 2011		
30	All External Reviewer reports are submitted	External Reviewers
Feb. 2012		
15	Administrator to whom the unit head reports respond to External Review Committee Report(s); submit to IRPE	Administrator to whom the Unit Head reports;
Mar. 2012	Units submit Final Program Review Documentation	
15	Implementation Plan approved and submitted to IRPE For Implementation Plan template, go to: http://www.uky.edu/IRPE/ie/program_review.html	Administrator to whom the unit head reports; Unit Head & Unit Staff
15	Submit final program review documents —Program self-studies, External Review Committee Reports—to Mia Alexander-Snow (mia.alexander-snow@uky.edu) Director for Planning and Institutional Effectiveness and copy Connie Vaughn (cvaug1@email.uky.edu)	Unit Head; unit staff & Administrator to whom Unit Head reports.