

Administrative Unit: Periodic Review Calendar 2014-2015 Cycle

| Month/Year | Action Item | Person(s)/Dept. Responsible for completing Action Item. |
|----------------------------|--|---|
| May 2014 | Units receive notification of participation in Periodic Review | IRPE |
| Jun/July/Aug. 2014 | Periodic Review Activities Begin | |
| | 1 ½ hour Periodic review orientation workshops | Planning & Institutional Effectiveness (PIE) |
| | Unit identifies self-study committee | Unit Head |
| Aug. 2014 | Unit Works on Self-Study | |
| Sept. 2014 | Unit Works on Self-Study | |
| Oct. 2014 | Unit Works on Self-Study | |
| 4 | Unit CAO in consultation with Unit head identify External Reviewers | Unit CAO and Unit Head |
| 11 | Confirm External Reviewer Committee (ERC) membership and notify PIE | Unit Head |
| Nov. /Dec. 2014 | Unit Completes and Submits Self-Study for Review | |
| 17 | Unit-self-study is completed | Unit Head; self-study committee |
| Nov. 18 – Dec. 1 | Unit self-study is reviewed by the Unit CAO or designee | Unit CAO or designee |
| Dec. 2014 | | |
| 2 | CAO or designee releases unit self-study to Planning & Institutional Effectiveness (PIE) for review | Unit CAO or designee |
| 2-16 | Unit self study is reviewed and approved by PIE for release to ERC | PIE |
| Jan./Feb./Mar. 2015 | | |
| | Unit CAO or designee convenes first ERC meeting and gives the ERC its charge—the Unit self-study is officially released to ERC. | Unit CAO or designee |
| | External Reviewers conduct review—Checklist for Administrative and/or Non-degree Granting Units: | External Review Committee |
| Jan./Feb./Mar. 2015 | | |
| | ERC completes Recommendation Report and submits to Unit CAO for approval | External Reviewers (Committee Chair) |
| Mar. /April 2015 | | |
| Mar. 28—Apr. 15 | ERC submits ERC report to Unit CAO and Unit head—if possible ERC makes a formal presentation to the Unit under review ; Unit CAO provides a written response to the ERC report and disseminates response to the Unit | Unit CAO External Review Committee (Committee Chair) |
| | Unit responds to External Review Committee Report(s) by completing the Periodic Review Implementation Plan. For Implementation plan template, go to Office of Institutional Effectiveness | Unit Head and Unit |
| May/June/ 2015 | | |
| May 15 | Periodic Review Implementation Plan is approved by Unit CAO and submitted to PIE | Unit CAO |
| June 15 | Complete all final Periodic review documents—Unit self-studies, External Review Committee Reports—should be submitted 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 |