

Program Review Calendar: Educational Unit (including Degree Programs)

2014-2015 Cycle

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Month	Action Item	Person(s)/Dept. Responsible for completing Action Item.
April/May 2014	Programs receive notification of participation in Program Review	Planning & Institutional Effectiveness (PIE)
Sept./Oct. 2014	Program Review Activities Begin	
	1 ½ hour program review orientation workshops	PIE, Assessment, IR
	Unit identifies self-study committee	Unit Head
	Required of all non-accredited degree programs/units: initiate search for External Reviewer (ER) from peer institutions/program(s)—can be external consultant	Dean—Dept Provost—College
	Required of all non-accredited degree programs/units: Units Submit at least 2 Reviewers to Dean—must be external to the University	Deans and Dept Chairs
1 st Senate Meeting of the year	College-level reviews--Call for UK's External Review Committee Reps for college level reviews	Provost and Senate Chair
Oct. /Nov. 2015	Applicable to non accredited degree programs/units: Confirm External Reviewer (s)	
Oct. 2	Finalize external consultants	Dean—Dept. Provost—College
Oct. 16	Required of all non-accredited programs--Colleges/departments confirm dates of external consultant(s) visits to PIE –ERC Reviews should be conducted during spring semester (February/March/April)	Deans and Dept Chairs
Oct. 30	Unit confirms External Reviewer Committee appointments and notifies PIE	Provost-Colleges Deans-Depts.
Nov. 1-30	Plan tentative itineraries for External Reviewers (if applicable)	Unit Program Review Coord. or designated person
Dec. 2015/Jan. 2015	Degree Programs/Educational Units Complete Self-Studies	
Jan. 8	Complete and submit degree program/educational unit self-study to appropriate department/office for review.	Program Review Coord. , self-study committee, etc.
Jan 8-22	Degree program/educational unit self-studies are reviewed by college level administration	Dean or designee, Dept. Chair
Jan. 22	College releases degree program/educational unit self-studies for PIE review	Dean, or Assoc./Asst Dean/ Dept. Chair
Jan 22 - 31	Educational Unit/degree program self studies are approved for release to external review	PIE

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Feb./Mar/Apr. 2015	Prepare for External Review Committee and/or External Reviewer(s) /Consultant(s) On-site Visit	
Feb./Mar/Apr. 2015	External Review Committee and/or External Reviewer(s) Conduct Reviews	
	Unit CAO or Dean convenes first ERC meeting and gives the ERC its charge—the Unit self-study is formally released at ERC meeting	
	External Reviewer(s)/Consultant(s) visit (if applicable) and joined with college/department UK's External Review Committees (ERCs)	External Review Committees
April 16, 2015	All External Reviewer(s)/Consultant(s) submit report—if applicable. -- Refer to External Review Documents at the PIE Website	External Consultant (s)
Apr. /May 2015	External Review Committee and/or External Reviewer(s) Complete and Submit Reports	
23	External Review Committee (ERC) Integrates External Reviewer(s) report(s) into final report ; and ERC submits to Unit head & Dean/Provost: -- Refer to ERC Report Template	External Reviewer /External Review Committee
30	Dean or Provost approves ERC Report(s); submits final ERC report to PIE	Provost—colleges Deans—depts.
May 1	Final ERC report is disseminated to Unit –recommend Dean or Provost provide a written response to the ERC report and disseminate ERC report and response to the Unit and submits all documents to PIE	Provost—colleges Deans—depts.
Aug./Sept. 2015	Degree Program/Educational Units Complete and Submit ALL Final Program Review Documents	
	Unit responds to External Review Committee Report(s) by completing the Program Review Implementation Plan.—request Implementation Plan template from PIE	Unit Head in consultation with Unit faculty & staff
Sept. 24	Program Review Implementation Plan is approved and signed by appropriate CAO and submitted to PIE	Provost—colleges Deans—depts. VPs—Admin. Units
Sept. 24	PIE should be in receipt of <u>All program review documentation</u> — Program self-studies, External Review Committee Reports, and implementation plan—to Mia Alexander-Snow (mia.alexander-snow@uky.edu) Director for Planning and Institutional Effectiveness <u>AND</u> copy Connie Vaughn (csvaug1@email.uky.edu)	Dean, Assoc. Dean Dept Chairs/Unit Head