

Administrative Unit: Periodic Review Calendar 2016-2017 Cycle

Month/Year	Action Item	Person(s)/Dept. Responsible for completing Action Item.
April 2016	Units receive notification of participation in Periodic Review	Planning & Institutional Effectiveness (PIE)
June/July/Aug. 2016	Periodic Review Activities Begin	
	1 ½ hour Periodic review orientation workshops	Planning & Institutional Effectiveness (PIE)
	Unit identifies self-study committee	Unit Head
Aug. 2016	Unit Works on Self-Study	
Sept. 2016	Unit Works on Self-Study	
Oct. 2016	Unit Works on Self-Study	
3	Unit CAO in consultation with Unit head identify External Reviewers	Unit CAO and Unit Head
10	Confirm External Reviewer Committee (ERC) membership and notify PIE	Unit Head
Nov. /Dec. 2016	Unit Completes and Submits Self-Study for Review	
16	Unit-self-study is completed	Unit Head; self-study committee
Nov. 17 – Dec. 1	Unit self-study is reviewed by the Unit CAO or designee	Unit CAO or designee
Dec. 2016		
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	Planning & Institutional Effectiveness (PIE)
Jan./Feb./Mar. 2017		
	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. 2017		
	ERC completes Recommendation Report and submits to Unit CAO for approval	External Reviewers (Committee Chair)
Mar./April 2017		
Mar. 27—Apr. 14	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 staff
May/June 2017		
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	Unit Head