

## UK Program Review: External Review Committee (ERC) Activities

External Review Committee (ERC) Activities	Person(s) Responsible for Activity
<ul style="list-style-type: none"> <li>UK ERC and/or External Reviewer(s)/Consultant(s) are appointed/selected</li> </ul>	Provost—College Reviews Dean— Department/degreeProgram Vice Presidents—Administrative Units
<ul style="list-style-type: none"> <li>UK ERC and/or External Reviewer(s)/Consultant(s) are convened, and receive official charge</li> </ul>	Provost—College Reviews Dean— Department/degreeProgram Vice Presidents—Administrative Units
ERC conducts its review	Person(s) Responsible for Activity
<ul style="list-style-type: none"> <li>External Reviewer(s)/consultant(s) visit ----(if applicable) and are joined with college/department UK's External Review Committees (ERCs)</li> </ul>	College/Department/ External Reviewer/UK ERC
<ul style="list-style-type: none"> <li>Unit under review releases self-studies to External Reviewer(s)/Consultant(s) and/or UK's External Review Committee (ERC)</li> </ul>	Provost—College Reviews Dean— Department/degree Program Vice Presidents—Administrative Units
<ul style="list-style-type: none"> <li>ERC may engage in additional data gathering---conduct focus groups, surveys, environmental scans, 'best practices', etc.</li> </ul>	Ex-Officio and ERC
ERC and/or External Reviewer(s)/Consultant(s) complete , submit and present ERC Report	Person(s) Responsible for Activity
<ul style="list-style-type: none"> <li>All External Reviewer(s)/Consultant(s) submit report—<b>if applicable</b></li> </ul>	External Reviewer(s)/ Consultant (s)
<ul style="list-style-type: none"> <li><b>ERC</b> Integrates External Reviewer(s)/Consultant report(s) into its final report —<b>if applicable</b></li> </ul>	ERC
<ul style="list-style-type: none"> <li>ERC submits draft report to Unit head /CAO &amp; appropriate unit head supervisor(s) for review and approval</li> </ul>	ERC , ERC Chair
<ul style="list-style-type: none"> <li>Dissemination of Report: Final ERC report is given to Unit for its review <ul style="list-style-type: none"> <li>ERC makes formal presentation of Final Report to the Unit and/or CAO; and</li> <li>Unit CAO provides a written response to ERC report to be disseminated to appropriate parties</li> </ul> </li> </ul>	ERC , ERC Chair Provost—College Review Dean—Department/degree Program Provost/President/Vice Presidents/Associate Provosts— Administrative Units
Unit under review completes Implementation Plan	Person(s) Responsible for Activity
<ul style="list-style-type: none"> <li>Unit responds to ERC Report by completing the Unit's Implementation Plan in consultation with Provost/Dean/Vice President.</li> </ul>	Appropriate Unit Staff Provost— College Reviews Dean— Department/degreeProgram Vice Presidents—Administrative Units
Educational/Administrative Unit(s) complete and submit ALL final Program Review documents	Person(s) Responsible for Activity
<ul style="list-style-type: none"> <li><b>Implementation Plan</b> approved and submitted to IRPE For Implementation Plan template, go to: <a href="http://www.uky.edu/IRPE/ie/program_review.html">http://www.uky.edu/IRPE/ie/program_review.html</a></li> </ul>	Appropriate Unit Staff Provost— College Reviews Dean— Department/degreeProgram Vice Presidents—Administrative Units
<ul style="list-style-type: none"> <li>Submit final program review documents—Program self-studies, External Review Committee Reports, Response (if applicable)—to Mia Alexander-Snow (<a href="mailto:mia.alexander-snow@uky.edu">mia.alexander-snow@uky.edu</a>) Director for Planning and Institutional Effectiveness <b>AND</b> copy Connie Vaughn (<a href="mailto:csvaug1@email.uky.edu">csvaug1@email.uky.edu</a>)</li> </ul>	Unit Head /Program Review Coord.