



THE UNIVERSITY OF ARIZONA

Research, Innovation
& Impact

PERIODIC REVIEW AND REAUTHORIZATION OF
UNIVERSITY RESEARCH INSTITUTES/CENTERS (NON-ACADEMIC UNITS)
OPTIMAL CALENDAR OF ACTIVITIES

Initiation (Sept)	Notification of Periodic Review distributed to Institute/Center's Cognizant Administrator (Research, Innovation & Impact)
Month 1 (Sept)	Initial orientation meeting to discuss Periodic Review purpose, process, and products. (RII with Institute/Center Director, and others as appropriate)
Month 2 (Oct)	Nominations for External Review Team members submitted to RII. Refer to <i>Guidance</i> document for required representation. (Institute/Center)
Month 3 (Nov)	Final External Review Team members appointed and Chair designated. (RII)
Month 5 (Jan)	Draft Self-Study Report submitted to RII for internal review. Refer to <i>Self-Study Report Sample Outline</i> (Institute/Center) Draft Self Study Report comments due to Institute/Center within 30 days of submission (RII)
Month 6 (Feb)	Final Self Study submitted to RII (Institute/Center) Final Self-Study Report, Charge Statement and Campus Visit Schedule Framework distributed to External Review Team. Refer to <i>Guidance</i> document for required framework elements. (RII)
Month 7 (Mar)	External Review Team Campus Visit. Campus Visit Schedule Itinerary distributed to External Review Team two weeks prior. (RII, Institute/Center)
Month 8 (Apr)	External Review Evaluation Report due to RII within 30 days of campus visit (External Review Team)
Month 8 (Apr)	External Review Evaluation Report debrief meeting (RII, Institute/Center)
Month 9 (May)	Draft External Review Response due to RII (Institute/Center) Draft External Review Response comments due to Institute/Center within 30 days of submission (RII)
Month 10 (June)	Reauthorization Request submitted to RII. Refer to <i>Guidance</i> document for required elements (Institute/Center)
Month 11 (July)	Reauthorization Final Determination, along with corresponding reports, distributed to Institute/Center Director, Provost, relevant deans and others as appropriate. (RII)

LM: 28 Aug 2023

