

PERIODIC REVIEW AND REAUTHORIZATION OF
ACADEMIC UNIT CENTERS/INSTITUTES
OPTIMAL CALENDAR OF ACTIVITIES

- CAUA = “Cognizant Academic Unit Authority” (e.g., Dean or DH to whom AUCI reports)
- Unit or individual responsible for each step below is shown in parentheses.

Initiation (Sept)	Notification of Periodic Review distributed to Center/Institute’s Cognizant Administrator (ORP)
Month 1 (Sept)	Optional initial orientation meeting to discuss Periodic Review purpose, process, and products. (Initiated by CI Director or CAUA; meeting includes ORP representatives (if needed), CI Director, others as appropriate)
Month 3 (Nov)	External Review Team appointed and Chair designated. Refer to Guidance document for required representation. (CAUA, CI Director)
Month 5 (Jan)	Draft Self-Study Report due to CAUA for internal review. Refer to Self-Study Report Sample Outline (CI Director)
Month 6 (Feb)	Final Self-Study Report, and Campus Visit Schedule Framework distributed to External Review Team. (CAUA)
Month 7 (Mar)	External Review Team Campus Visit. Campus Visit Schedule Itinerary distributed to External Review Team two weeks prior. (CAUA, CI Director)
Month 8 (Apr)	External Review Evaluation Report due to Cognizant Administrator (External Review Team)
Month 8 (Apr)	External Review Evaluation Report debrief meeting (CAUA, CI Director)
Month 9 (May)	External Review Response due to CAUA (CI Director)
Month 10 (June)	Reauthorization Request submitted to ORP . Refer to <i>Guidance</i> document for required elements (CAUA)
Month 11 (July)	Reauthorization Final Determination distributed to CAUA and CI Director (ORP)