



THE UNIVERSITY OF ARIZONA

Research, Innovation
& Impact

PERIODIC REVIEW AND REAUTHORIZATION OF
ACADEMIC UNIT INSTITUTES/CENTERS
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 3 (Nov)	External Review Team appointed and Chair designated. Refer to Guidance document for required representation. (Cognizant Administrator, Institute/Center)
Month 5 (Jan)	Draft Self-Study Report due to Cognizant Administrator for internal review. Refer to Self-Study Report Sample Outline (Institute/Center)
Month 6 (Feb)	Final Self-Study Report, and Campus Visit Schedule Framework distributed to External Review Team. (Cognizant Administrator)
Month 7 (Mar)	External Review Team Campus Visit. Campus Visit Schedule Itinerary distributed to External Review Team two weeks prior. (Cognizant Administrator, Institute/Center)
Month 8 (Apr)	External Review Evaluation Report due to Cognizant Administrator (External Review Team)
Month 8 (Apr)	External Review Evaluation Report debrief meeting (Cognizant Administrator, Institute/Center)
Month 9 (May)	External Review Response due to Cognizant Administrator (Institute/Center)
Month 10 (June)	Reauthorization Request submitted to RII. Refer to <i>Guidance</i> document for required elements (Cognizant Administrator)
Month 11 (July)	Reauthorization Final Determination distributed to Cognizant Administrator and Institute/Center Director (RII)

LM: 24 Sept 2023



THE UNIVERSITY
OF ARIZONA