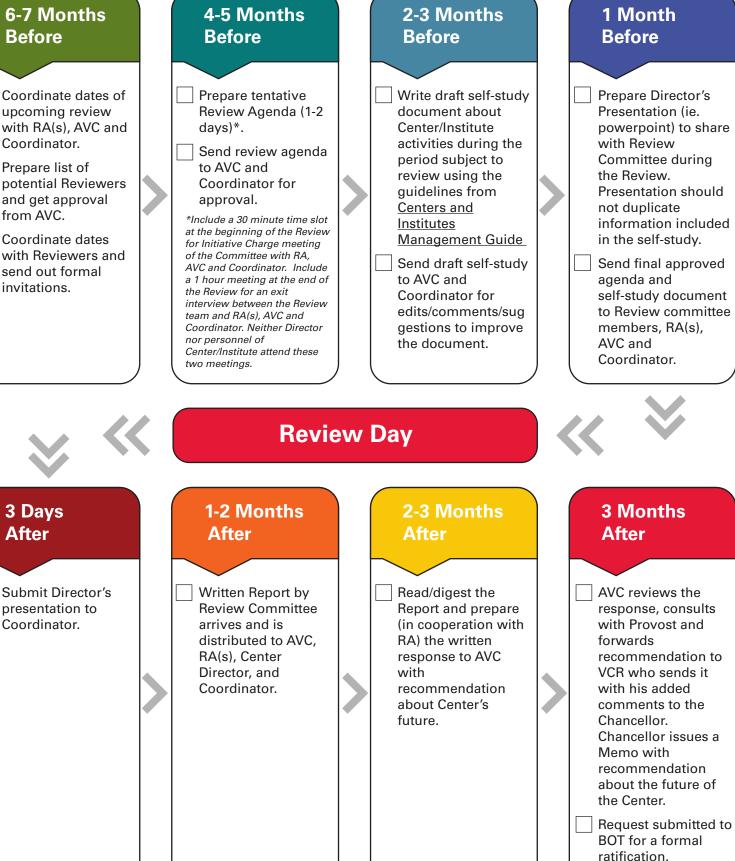## 6-7 Months Before

- [ ] Coordinate dates of upcoming review with RA(s), AVC and Coordinator.
- [ ] Prepare list of potential Reviewers and get approval from AVC.
- [ ] Coordinate dates with Reviewers and send out formal invitations.

4-5 Months Before

- [ ] Prepare tentative Review Agenda (1-2 days)*.
- [ ] Send review agenda to AVC and Coordinator for approval.

Include a 30 minute time slot at the beginning of the Review for Initiative Charge meeting of the Committee with RA, AVC and Coordinator. Include a 1 hour meeting at the end of the Review for an exit interview between the Review team and RA(s), AVC and Coordinator. Neither Director nor personnel of Center/Institute attend these two meetings.

2-3 Months Before

- [ ] Write draft self-study document about Center/Institute activities during the period subject to review using the guidelines from Centers and Institutes Management Guide
- [ ] Send draft self-study to AVC and Coordinator for edits/comments/suggestions to improve the document.

1 Month Before

- [ ] Prepare Director's Presentation (ie. powerpoint) to share with Review Committee during the Review. Presentation should not duplicate information included in the self-study.
- [ ] Send final approved agenda and self-study document to Review committee members, RA(s), AVC and Coordinator.

Review Day

3 Days After

- [ ] Submit Director's presentation to Coordinator.

1-2 Months After

- [ ] Written Report by Review Committee arrives and is distributed to AVC, RA(s), Center Director, and Coordinator.

2-3 Months After

- [ ] Read/digest the Report and prepare (in cooperation with RA) the written response to AVC with recommendation about Center's future.

3 Months After

- [ ] AVC reviews the response, consults with Provost and forwards recommendation to VCR who sends it with his added comments to the Chancellor. Chancellor issues a Memo with recommendation about the future of the Center.
- [ ] Request submitted to BOT for a formal ratification.

Key

AVC: Associate Vice Chancellor for Research Infrastructure

RA: Responsible Administrator (Dean, Provost, etc)

BOT: Board of Trustees

VCR: Vice Chancellor for Research

Coordinator: Centers and Institutes Specialist