



Office of the Provost and Vice President for Academic Affairs
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Center Review Deadlines

Dates may vary slightly from year to year

| Action | Completed by | Due by | Submitted to |
|--|--------------------|------------------------|--|
| 1) Letter requesting report from Center | Provost's Office | April 1 | All centers to be reviewed that cycle |
| 2) Reminder letter sent of upcoming report deadline | Provost's Office | September 1 | All departments to be reviewed that cycle |
| 3) List of 5 potential external reviewers ranked | Center | September 15 | Provost's Office |
| 4) Report received | Center | October 15 | Provost's Office |
| 5) Reports forwarded | Provost's Office | November 1 | Dean(s), President, Faculty Senate, CIO, VPRCR, Dean of Libraries, external reviewer |
| 6) External Review conducted | External Reviewer | October/November | Provost, Faculty Senate, Center Director |
| 7) External Reviewer's report submitted | External Reviewer | December 15 | Provost's Office, then distributed |
| 8) Centers reviewed, recommended for continuance/discontinuance. | Faculty Senate | February/March meeting | Provost's Office |
| 9) Faculty Senate recommendations reviewed. Provost's recommendation sent to President | Provost's Office | April 30 | President's Office |
| 10) Final action | President's Office | May 17 | Provost's Office Centers Faculty Senate Appropriate Deans |
| 11) Final letter to Centers detailing Faculty Senate and President's final recommendations | Provost's Office | May 31 | Centers |