

Responsibilities of Internal Review Committees (IRC)

IRC Chair

- 1) obtain confidentiality statements from each member of the committee
- 2) coordinates any meetings/activities of the IRC with the dept./program under review
- 3) ensures adherence to suggested deadlines
- 4) ensure submission of IRC report in suggested format
- 5) meets with external reviewers
- 6) submits final report in appropriate format after receipt of external reviewers' report

IRC Committee Members

- 1) sign and return confidentiality statement to Kristene Fisher, Mail Code 1099
- 2) review self-study
- 3) collaborate with other committee members in review of dept./program and in preparation of the IRC report