

Program Review Procedures

When	What	Who
September	OAIE charges the review team and discusses the scope of the review.	OAIE, Review Team
September	OAIE administers surveys to faculty, and students in the unit.	OAIE
October 1	The unit faculty submits the completed self-study document to their dean and OAIE. OAIE transmits to self-study and survey data to review team.	Unit Faculty, OAIE
Early October	The review team coordinates review details and timeline with the unit under review.	Review Team
October-November	The review team conducts the review, including meetings with dean, faculty, staff, students as appropriate.	Review Team
December 15	Review team submits a draft review report to OAIE.	Review Team
Mid December	OAIE transmits the draft report to the unit faculty and dean, requesting a written response with factual corrections and/or comments.	OAIE
January 23	Unit faculty and dean submit written responses to the draft to OAIE; OAIE transmits to the review team	Unit Faculty, Dean
February 10	Review team submits final report to OAIE; OAIE transmits to PRAC.	Review Team
February-March	PRAC considers final report and approves/appends for distribution.	PRAC
April 1	OAIE distributes final report on behalf of PRAC to unit faculty and dean.	OAIE
April/May	OAIE schedules and conducts follow-up meetings to discuss the reports and recommendations with the unit faculty, review team, dean.	OAIE, Review Team, Unit Faculty, Dean
May 15	OAIE submits final report and completed BOR templates with recommendations to the Provost for consideration.	OAIE
June 15	OAIE submits final BOR templates to the Board of Regents on behalf of Provost.	OAIE