



UNIVERSITY OF
GEORGIA

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	Unit submits the completed self-study document to their dean and OAIE. OAIE transmits self-study and survey data to the review team.	Unit, OAIE
Early October	Review team coordinates review details and timeline with the unit under review.	Review Team
October–November	Review team conducts the review, including meetings with dean, faculty, staff, and 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 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 and dean.	OAIE
April/May	OAIE schedules and conducts a follow-up meeting to discuss the report and recommendation with the unit faculty, review team, and dean.	OAIE, Review Team, Unit Faculty, Dean
May 15	OAIE submits the final report (including program action recommendation forms) to the Provost for review.	OAIE