

# Program Review Appeal Process

1. A [Notice of Intent to Appeal](#) must be filed by **August 18** if a chair, school/division director or faculty member would like to appeal any part of the Provost's Office Preliminary Recommendation.
2. Most hearings will be held between **August 21 – September 5**. Those who file a Notice of Intent to Appeal will be notified at least three (3) business days prior to when their hearing is scheduled.
3. Hearings will be conducted by the Program Review Appeal Committee that is established for each unit. Members will include the vice provost, an associate provost (undergraduate or graduate), the program review officer, a representative from the dean's office of the unit's home college, two representatives from dean's offices outside of the unit's home college, and the Faculty Senate chair or designee.
4. **At least two (2) days in advance** of the hearing, the person who filed the Notice of Intent to Appeal must submit the [Program Review Appeal Form](#), which contains any additional information or data they wish the Program Review Appeal Committee to consider.
5. During the appeal hearing, the unit's representative is given **45 minutes** to present the substance of their appeal and **15 minutes** to address questions from the Program Review Appeal Committee.
6. The Program Review Appeal Committee will then deliberate and vote to accept or change the Provost's Office Preliminary Recommendation. The program review officer tallies the votes, informs the Program Review Appeal Committee of the results, and communicates the results to the dean's office and chair or school/division director **within three (3) business days following the hearing**.
7. If the appeal is denied, the original recommendation will be presented to the Board of Governors for a vote on **September 15**. If the appeal is granted, the Program Review Appeal Committee may provide a new recommendation to the dean and chair or school/division director. This new recommendation would also go to the Board of Governors for a vote.
8. All decisions made by the Program Review Appeal Committee are final.