

Stage 1: Preparation

- Data is collected and verified by the Provost's Office.
- The Associate Provost hosts a Kick-Off meeting with the Department.
- Key activities and milestones agreed and scheduled.
- External reviewer/s identified and contacted.



Stage 2: Workshop

The Associate Provost facilitates a short, interactive workshop for the Department to support program review. The department chooses a focus for the workshop.

and/
or

Stage 3: Custom Support

The Associate Provost provides on-going support as needed to departments as they write their report.



ACADEMIC PROGRAM REVIEW PROCESS [PILOT]

Stage 4: Submit

The Department draft and submits the following reports to its reviewers.

- ✓ Case Studies
- ✓ Reflective Narrative
- ✓ Action Plan
- ✓ Learning Improvement Plan

Stage 10: Integration

Recommendations are integrated into Institutional Effectiveness activities, e.g.

- Budget Review
- Academic Master Planning



Stage 9: Department Follow-up

The Associate Provost meets with the Department to discuss recommendations and to implement an action plan.

Stage 5: Reviews

The Department submits full report (all three sections) to the following reviewers for their comments and recommendations.

- ✓ External Reviewer/s
- ✓ Department Chair
- ✓ Dean

Stage 6: Committee Review

The full report is reviewed by the Faculty Advisory Committee for Program Review, who provide recommendations to the Provost.

Stage 7: Presentation to Provost

- The Program team presents its review, along with input from their external reviewers, to the Provost.
- The Provost reviews the report and Committee recommendations.
- The Provost provide recommendations to the President.

Stage 8: President's Review

- The full report is reviewed by the President, who provides recommendations to the Department and to the University.

