



University College of the North

Policies & Procedures Manual

Section:
ACADEMIC - Programs

Title:
Program Review

Pages:

1 of 2

Policy Number:

AC-03-01

Approved by:

Learning Council

Effective Date:

February 22, 2022

Replaces:

April 22, 2014

POLICY STATEMENT

University College of the North (UCN) will ensure program excellence and relevancy through a process of periodic formal reviews of all academic programs.

PURPOSE OF POLICY

This policy provides a framework for the review of academic programming. An institution-wide approach to program review policy will ensure accountability and transparency in the review process.

PROCEDURES

1. Each Faculty will undertake a review of a minimum of **one** program, and a maximum of three programs, per academic year.
2. All academic programs will be reviewed a minimum of once every 10 years.
3. The program review schedule will be reviewed annually by the Senior Administrative Leadership Team. The schedule will be shared with Academic Development.
 - a) Academic Development will maintain a central record of program review activity at UCN for the purpose of ensuring the regular occurrence of program reviews for each program at UCN.
4. While the primary responsibility for the completion of the program review belongs to the program Dean, staff, and faculty, Academic Development will facilitate and support the process.
 - a) The budget to complete program reviews will be assigned to the Manager of Academic Development within the Reconciliation, Research, and Academic Innovation department.
5. The Academic Planning Committee will approve the program review process and revisions to the *Program Review Process Manual*.

6. A Program Review will normally be completed within twelve months of its commencement.
7. The program review will consist of the following elements:
 - a) *Self-Study Report*. The self-study is a critical analysis of the program prepared by the Dean and faculty of the program being reviewed.
 - b) *External Review*. The external review will be completed by a team of individuals who represent peer post-secondary institutions or appropriate industry organizations.
 - c) *Program Response*. The faculty will develop a response and plan to address recommendations included in the Self-Study and External Review reports.
 - d) *Assessment by the Vice-President Academic and Research*. After reviewing the program review package (consisting of the Self-Assessment, External Review, and Program Response), the VPAR will provide an assessment of the review. The VPAR will forward the assessment to the program's Dean.
8. Routing of the Program Review documents:
 - a) The program's dean will forward the review documents (self-study report, external review, program response, and assessment by the VPAR) as one package to:
 - The Chair of the Academic Planning Committee for discussion purposes. The APC will forward the report to the Learning Council as an information item;
 - Academic Development.
9. The complete documentation (self-study, external review, program response, and assessment by the VPAR) will be archived with:
 - Office of the Dean of the Faculty;
 - Academic Development.
10. The Dean of the program has authority and responsibility to enact recommendations adopted for implementation.