ACADEMIC PROGRAM REVIEW TIMELINE

N·S·C·A·D UNIVERSITY

September

Academic Council

- Prepares the schedule of program reviews.
- Announces program being reviewed.
- Designates Chair of Program Review Committee (PRC)

October

Program Review Committee

- By October 15, edits and approves guidelines for Self-Study Report.
- Calls for the formation of the Self-Study Committee.

November

Program Review Committee

- By Nov. 15 asks the University community to nominate respected Canadian and American academics from the program field(s) under review as potential external reviewers.
- Circulates the list to faculty in the program area and to the Dean for comment.

December

Program Review Committee

- By Jan. 1 the PRC presents to the President (or designate), a panel of suitable reviewers, ranked in order of preference.

January

Self-Study Committee

- Self-Study Report to be completed no later than January 15

February

President/ Designate

- Contacts external Reviewers

Self-Study Committee

- If requested by the PRC, the Self-Study Committee will submit any additional documentation for the purposes of clarification within three weeks of the PRC's request or by February 28, whichever comes first.

March

Program Review Committee

- By early March sends documentation to External Reviewers, including:
  - Self-Study Report
  - University calendar
  - Additional program information missing from the self-study
  - External Review Guide

External Review Committee

- Between March 1st and March 31st , 2-3 day visit to the University

April

May

June

External Review Committee

- By June 7th, External Review Report Submitted.

July

August

September

October

Program Review Committee

- By October 30th, the PRC will evaluate all of the documentation provided, including the External Review Report and the Self-Study Report, and shall prepare a report indicating conclusions and recommendations on the program under review. Specific recommendations for actions will be articulated clearly, with suggested time-lines for implementation.

November

Program Review Committee

- By November 15th, the PRC will forward copies of the report to the Chair of the AC, the Chair of the Faculty Forum, the President of the University, and the President of SUNSCAD.

September

Directors or Heads of Program(s)

- Each September for two (2) years following the review (or for longer if AC requires), division chairs or program directors of the will report to the Academic Council on the actions they have taken to implement the recommendations of the PRC.