

### **1.0 POLICY STATEMENT**

- 1.1 MacEwan University (the “University”) will regularly review Units providing academic service(s) or academic support.

### **2.0 PURPOSE**

- 2.1 Unit review is undertaken to ensure alignment with the University’s mandate and strategic framework; to assess the quality and impact of the academic service or support provided; and to identify opportunities for growth and/or improvement.

### **3.0 APPLICABILITY**

- 3.1 Any Unit or function within the University that provides academic service(s) or academic support to faculty, staff, or students, and employs at least two full-time faculty or staff. As Units and functions within the University can change over time, Units and functions subject to review are determined through a consultative process in the preceding academic year (as prescribed in 5.1.1 and 5.1.2.).
- 3.2 This Policy does not apply to the review of Academic Programs. The review of an Academic Program is governed by the Curriculum Policy.

### **4.0 DEFINITIONS**

#### **Academic Program(s)**

An organized schedule or selection of courses, typically with admission requirements, regulations, and learning outcomes, presented in the Academic Calendar, and leading to a credential and/or notation on a transcript.

#### **Action Plan**

A concise outline of strategic and operational activities and goals to be undertaken within a specified timeline and by specified individuals.

#### **Administrator’s Response**

A critical reflection on the self-study and other elements of the unit review process that will guide the development of the action plan. Written by an Administrator with operational oversight for the unit.

#### **Executive Officer**

The President, Vice-Presidents, and equivalent positions.

#### **External Review**

An assessment of a self-study report and a unit undertaken by an expert or experts who are independent and at arms-length from the University.

#### **Self-Study Report**

A critical, evidence-based self-assessment of a given unit.

#### **Unit(s)**

For the purposes of this policy, a Unit refers to a functional area or program within the University’s organizational structure which is under the leadership of an Executive Officer.

## **5.0 POLICY ELEMENTS**

- 5.1 The Provost & Vice-President, Academic is responsible for the overall administration of this policy.
  - 5.1.1 In consultation with the relevant Executive Officer and/or Executive Council, the Provost & Vice-President, Academic determines any Unit(s) outside Academic Affairs to be reviewed in the next academic year.
  - 5.1.2 The Provost & Vice-President, Academic will secure approval from the relevant Executive Officer and/or Executive Council to review any Unit(s) outside Academic Affairs.
  - 5.1.3 In consultation with Deans' Council and the General Faculties Council Committee on Academic Planning and Quality Assurance (APQA), the Provost & Vice-President, Academic determines the Units within Academic Affairs to be reviewed in the next academic year.
  - 5.1.4 The Academic Quality Assurance Officer facilitates the review process on behalf of the Provost & Vice-President, Academic in accordance with the Procedure.
- 5.2 Unit review must normally consist of a Self-Study Report, Administrator's Response, External Review, feedback from APQA, and an Action Plan.
- 5.3 Unit review should take into account and not duplicate the work of an Internal Audit Services review or any other parallel review process.
- 5.4 Unit review is cyclical. Units are normally reviewed once every seven years.
- 5.5 The Unit review process is normally completed within an academic year.

## **6.0 ASSOCIATED PROCEDURES**

- Unit Review Procedure

## **7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS**

- Curriculum Policy

## **8.0 ACCOUNTABILITY**

### **Policy Sponsor**

Provost & Vice-President, Academic

### **Responsible Office**

Institutional Analysis & Planning

## **9.0 HISTORY**

### **Relevant Dates**

Approved: **23.09.05**

Effective: **23.09.05**

Next Review: **28.09**

### **Modification History**

**23.09.05:** New policy approved by President's Policy Committee (Action Log Reference 20230905-01 01PPC).