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**

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**Modification History**

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