

1.0 ASSOCIATED POLICY

- Unit Review Policy

2.0 DEFINITIONS

GFC

General Faculties Council

Self-Study Committee

A group of two or more MacEwan employees who have responsibility for evaluating a Unit according to a Terms of Reference and for submitting their findings in a written Self-Study Report.

Senior Administrator

The President, the Vice-Presidents, the Deans, the Associate Deans, the Associate Vice-Presidents, and equivalent positions.

Terms of Reference

A set of guiding statements, instructions, or questions for the Self-Study Committee that defines the scope and mandate of their assessment and evaluation and to which the Self-Study Committee responds in the Self-Study Report.

3.0 PROCEDURE ELEMENTS

- 3.1 In consultation with the Academic Quality Assurance Officer (AQAO), the Senior Administrator with responsibility for the Unit proposes a Self-Study Committee, Terms of Reference, and, if appropriate, an External Review process with a list of qualified experts, for approval by the most relevant GFC Council or Committee.
 - 3.1.1 The Provost & Vice-President, Academic determines the relevant GFC Council or Committee, if necessary.
 - 3.1.2 The Self-Study Committee is composed of MacEwan employees from within the Unit, and, whenever appropriate, at least one student representative selected by the Students' Association of MacEwan University and one faculty member with relevant expertise. The Senior Administrator can be a member but whenever possible, should not be, reserving their assessment for the Administrator's Response.
- 3.2 The Self-Study Committee develops and submits a Self-Study Report to the AQAO.
 - 3.2.1 The AQAO provides support and guidance to the Self-Study Committee, facilitating data collection and verifying that the Terms of Reference of the review are met by the Self-Study Report.
 - 3.2.2 The Self-Study Committee is expected to engage faculty, staff, and students for feedback as well as relevant professional standards in the development of its Self-Study Report.
- 3.3 If an External Review is recommended and approved by the relevant GFC Council or Committee (per 3.1), an external review team, consisting of at least two arms-length experts, is facilitated by the AQAO to review the Self-Study Report.

- 3.4 The Senior Administrator develops the Administrator's Response and submits this document to the AQAO.
- 3.5 The relevant GFC Council or Committee reviews and provides written feedback on the Self-Study Report, the external reviewer report (if applicable), and the Administrator's Response.
 - 3.5.1 The relevant GFC Council or Committee can also determine that it should have joint authority with the GFC Committee on Academic Planning and Quality Assurance (APQA) for §3.8 below.
- 3.6 The Senior Administrator develops an Action Plan, endorsed by the relevant Executive Officer, and submits it to the relevant GFC Council or Committee for approval.
- 3.7 APQA and GFC receive an executive summary of the unit review from the relevant GFC Council or Committee and the Action Plan for information.
- 3.8 The Senior Administrator is responsible for submitting annual updates on the Action Plan via the AQAO to APQA (and, if determined per §3.5.1, the relevant GFC Council or Committee) until it is complete.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

N/A

5.0 ACCOUNTABILITY

Responsible Office

Academic Quality Assurance Officer, Institutional Analysis & Planning

6.0 HISTORY

Relevant Dates

Approved: **23.09.05**

Effective: **23.09.05**

Next Review: **28.09**

Modification History

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