



## **Academic Unit Review Committee**

The Academic Unit Review Committee (AURC) is a subcommittee of the Academic Council. The AURC is responsible for managing the review process as outlined in the *Academic Unit Review Policy and Procedures* document. The recommendations of the AURC, on the basis of the review process, are advisory, and are submitted to the Vice-President Academic for further action. Members of the AURC are the Associate Deans and four tenured or tenure-track faculty members.

## **Review Coordination**

The coordination of all unit reviews is the responsibility of the Vice President, Academic's Office working in partnership with FNUUniv Academic Unit Review Committee (AURC), and the unit under review. The recommendations that are the outcome of the review process are advisory. Specifically, the Vice-President Academic's Office and AURC will:

- In consultation with Academic Council, develop a schedule for reviews;
- Receive, review and comment on the self-study report;
- Appoint the review team;
- Develop terms of reference for the review team;
- Receive and transmit the report of the review team;
- Meet with the Program Coordinator to discuss the report and the unit's response;
- Receive the unit's implementation plan;
- Report regularly to Board of Governors and Elder's Council on the status of reviews; and
- Identify issues of university-wide concern and make recommendations concerning them to appropriate bodies or individuals.

## **Consequences for Noncompliance**

Academic units that do not engage in the cycle of Academic Unit Review will not contribute to the University's continued pursuit of improvement in programming. Ongoing disregard of the need for program review will impact the University's long-term viability.

## **Review Procedures**

### *Initiation*

Reviews take place in the framework of a 10-year cycle. Where applicable, unit reviews should be scheduled to coincide with (re-)accreditation, and with the review or 5-



Self-studies will be augmented by data from the Institutional Resource Planner including enrolments, teaching credit hours, grants and contracts, budget, staff and faculty numbers. Links will be provided to additional material such as FNUniv planning documents, budgets, and calendars. The goal is to provide reviewers with sufficient information to have a broad understanding both of the unit and the context in which it operates. (In the case of the Library, alternate data and information will be necessary.)

The Vice President Academic's Office and AURC will convene a meeting with the Program under review to discuss procedural and resources for each self-study. The self-study output is shared with the Review Team, the U of R Provost's Office, and the CCAM.

#### *Review Team Selection*

Members of the review team should be chosen to avoid any appearance of conflict of interest (see [www.FNUniv.ca/about-us/policies](http://www.FNUniv.ca/about-us/policies)). Typically, the review team will consist of three members. Two of these, including the chair, will be well-respected, impartial experts in the particular discipline or area, chosen from other universities. The other member will be chosen from a closely related discipline or area at the FNUniv.

The composition of the review team is vital to the review's success. Team members must have credibility both inside and outside the unit under review. The unit is requested to submit six external and two internal review team nominees to the Vice President's Office. A brief statement of

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In addition, the Vice President Academic, Associate Deans, and the faculty of the unit under review will identify specific issues to be addressed by the review team.

### **Site Visit**

The review team will meet at the University for an appropriate period of time, normally two days, and prepare a comprehensive report on the unit reviewed. In preparing the report, the team will consult widely with academic and administrative staff, students, administrators and alumni involved with the programs and activities of the unit under review.

Typically, the review team's time will provide opportunities for consultation within the academic unit (faculty, staff and students); FNUUniv Elder's Council, members of the University administration; and other individuals inside and outside of the University who influence or who are influenced by the activities of the unit and graduates of the program. The review team will also meet with the relevant UofR Dean, Assoc. Dean and/or Department Head and input will be sought from the relevant UofR unit. Particular efforts must be made to ensure student participation. The on-site consultations commence with a working dinner hosted by the FNUUniv administration and an Elder, and end with an exit interview with the Vice President Academic and the Program Coordinator of the unit under review.

The visit of the review team is to be advertised widely to the FNUUniv community with an invitation for those who have an interest in the program(s) to contribute a written brief to the team, which is normally submitted to the Vice President Academic, prior to an advertised date. Such briefs are for use by the review team and will be held in confidence by the team.

The schedule of interviews during the visit will be developed by the unit under review with appropriate input from the Vice President Academic's Office.

### **Report**

While the team prepares the report, the Vice President Academic, Associate Deans and Program Coordinators will be available to provide any additional information requested. The findings and recommendations of the review team should be presented in the form of a concise written report (with an executive summary) which will be received by the Vice President Academic's Office. Provided that matters of individual sensitivity or confidentiality are handled with appropriate discretion, the report (in its entirety) will be made publicly available on the academic unit review webpage, as will the unit's response to the report. FNUUniv will share the report with the UofR's Provost and Vice-President (Academic) as well as with the Council Committee for Academic Mission (CCAM), and the Dean of the Faculty under review.

### **Response and Implementation**

On receipt of the report, the members of the unit will meet in committee for discussion. Based on the report, the unit will then prepare a response. The response will address the issues raised and clearly outline priorities and future directions and initiatives for the unit over the next three to five years. As such, it should be prepared in close partnership with the Vice-President Academic. The Vice-President Academic and unit head will provide a formal written response to the report from the unit and share this response with the UofR's Provost and Vice-President (Academic), the CCAM and the Dean of the Faculty under review. The unit head and Vice-President Academic will also meet with CCAM for a 15-18 month follow-up to discuss the progress on the implementation of the review team's recommendations. At the five-year timeline, the unit head and Vice-President Academic also meet with CCAM to present the final update on the implementation and outcome of the review report's recommendations.

### **Follow-up**

Five years after the review (and mid-way before the next review), the Vice President Academic's Office will initiate a follow-up with the unit. The unit will be invited to prepare and submit a brief report in which members of the unit comment on the consequences of the review and initiatives undertaken in