

Policy Number:	5001
Policy Title:	Program Review Policy
Approved by:	Academic Council
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Next review date:	December 2025

Policy Statement

All University Canada West (UCW) programs must undergo a multi-stakeholder program review, including internal and external reviews, in five-year cycles.

Purpose

Program Review ensures that all UCW programs are current, meet the quality assurance standards and requirements of the Ministry of Advanced Education and or relevant accreditation bodies and identifies opportunities for program improvements and further development.

Scope

In addition to regular program updating practices, all UCW programs should undergo periodic internal and external program reviews which establish appropriate procedures and timelines.

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Self-Study	An analysis of existing program design and curriculum, pedagogy, learning outcomes, and resources. The Self Study Committee is led by the Department Chair(s) responsible for the program(s) being reviewed under the direction of the Vice President Academic. This process includes relevant faculty members, staff, students and the Program Advisory Committee.
External Review	An assessment of the academic quality of the program and learning outcomes by a panel of experts external to the University. External reviewers must have the qualifications and experience relevant to the program(s) under review and to the review process.

Applicable legislation

- Degree Authorization Act

Associated procedure

Procedure Number	Procedure Title
5001p	Program Review Procedure

Responsibility

The Vice-President Academic (VPA) is accountable for the completion of program reviews within five (5) year cycles. The VPA, in consultation with others, commissions qualified external reviewers to assess and report on the quality of the academic program, student experiences, and program learning outcomes. The VPA is accountable for the submission of results to Academic Council and provides appropriate documentation to the Ministry of Advanced Education and the Degree Quality Assurance Board (DQAB).

The Department Chair(s) of Undergraduate Programs, or Department Chair(s) of Graduate Programs are responsible for leading the internal self-study in accordance with established procedures and timelines, ensuring inclusion of faculty, staff, students and Program Advisory Committee (PAC) input.