

Policy Number:	1501
Policy Title:	Institutional Evaluation and Effectiveness
Approved by:	President
Approval date:	May 25, 2023
Effective date:	May 25, 2023
Review date:	-
Next review date:	May 2028

1. Policy Statement

- 1.1. University Canada West (“**UCW**” or the “**University**”) is committed to providing its students with high-quality education and commitment to Equity, Diversity, and Inclusion principles.
- 1.2. These commitments are underpinned by the principles of continuous improvement, accountability, and transparency, which are enacted and supported through a robust evaluation framework, at the institutional and unit level.

2. Purpose

- 2.1. The purpose of this Policy is to establish the framework for institutional evaluation and effectiveness.
- 2.2. This policy also provides guidance for internal departments looking to undertake their own regular reviews with the structure and context for their own examination of strengths, weaknesses, desired improvements, and future directions.

3. Scope

- 3.1. This Policy applies to the institution and the units that are being asked to undertake a regular review.
- 3.2. This Policy does not apply to the cyclical reviews of various degree Programs, which are guided by Policy 5001 – Program Review.

4. Definitions

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

Word/Expression	Definition
External Review	An assessment of strengths, weaknesses, desired improvements, and future direction by a panel of experts external to the University.

Word/Expression	Definition
Follow-up Report	Periodic updates provided to the appropriate governance body (Board of Governors/Senate – for institutional reviews) or the President (for unit reviews) outlining the status of the actions in response to recommendations outlined in the Response/Summary Report.
Self Study	An analysis of student learning, resources, facilities, and support services.
Response/Summary Report	Response to the External Review report from the President (or the appropriate Executive for unit reviews).

5. Framework for Institutional Evaluation and Effectiveness

- 5.1. In accordance with the standards and criteria outlined by the Degree Quality Assessment Board (“**DQAB**”), the framework for institutional evaluation and effectiveness includes several components:
 - 5.1.1. A Self Study undertaken by relevant staff members using evidence-based practice to evaluate performance;
 - 5.1.2. An External Review conducted by experienced experts external to UCW with recommendations outlined in a report;
 - 5.1.3. A Response/Summary Report outlining the responses to the External Review report, and actions to address the recommendations within an established timeline; and
 - 5.1.4. Follow-up reports to the appropriate governance entities (Board of Governors and Senate) outlining progress on addressing recommendations.
- 5.2. A Self Study Committee is led by the Vice-President Academic (or the appropriate department leader for unit reviews). This process includes relevant faculty and staff members and relies on evidence provided by the appropriate units.
- 5.3. External reviewers must have the qualifications and experience relevant to the institution/unit under review and to the review process.
- 5.4. A Response/Summary Report must address each of the recommendations of an External Review Report and provide a list of actions and a timeline for implementation. The Summary Report is usually made public on the University’s website.

6. Schedule for Institutional Reviews

- 6.1. The Office of the President and the Office of the Institutional Accountability maintain the schedule for institutional reviews.

6.2. The appropriate Executive maintains the schedule for reviews of their own units.

7. Responsibility

- 7.1. The President has responsibility for the overall application of this Policy.
- 7.2. The Vice-President Academic has responsibility for the drafting of Institutional Self-Study, coordinating the External Review visit and the responses to the expert panel’s report.
- 7.3. For unit reviews, this responsibility lies with the Executive responsible for the department.
- 7.4. The Office of Institutional Accountability is responsible for maintaining a record of all the draft and final documents and for publishing the Summary Reports on the University’s website.

8. Related policies

Policy Number	Policy Title
5001	Program Review

9. Associated procedure

Procedure Number	Procedure Title
1501p	Institutional Evaluation and Effectiveness