**EXTERNAL REVIEW COMMITTEE**

**TERMS OF REFERENCE (TEMPLATE)**

These terms of reference have been designed to be customized to accommodate the Degree Programs under review. The Provost and Dean may enhance the criteria to meet the needs of their Academic Administrative Units/Degree Programs/disciplines.

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| --- | --- |
| **Academic Unit under review:** |  |
| **Program(s) under review:** |  |
| **Commissioning Officer:** |  |
| **Date of scheduled visit:** |  |

The Terms of Reference are intended to establish the parameters of the External Review of the Academic Unit process and provide the framework of the review report. External Reviewers are asked to consider and comment explicitly upon the following:

# I. DEGREE PROGRAM(S) EVALUATION

For **each** degree program under review, consider the following:

Objectives

* Consistency of the Degree Program(s) goals with the University’s vision, mission, and values and the Academic Administrative Unit’s academic plans. The External Review Committee is provided UNBC’s Strategic Roadmap as a reference before the commencement of the review.

Admission Requirements

* Appropriateness of admission requirements for the learning outcomes of the Degree Program(s).

Curriculum and Program Delivery

* Curriculum reflects the current state of the discipline or area of study
* Appropriateness and effectiveness of the Degree Program’s structure, curriculum, length and delivery to its learning outcomes and degree level expectations; clarity with which these have been communicated
* Evidence of innovation or creativity in the content and/or delivery of the Degree Program relative to other such Degree Programs
* Opportunities for student learning beyond the classroom
* Opportunities for student research experience.

Assessment of Learning

* Appropriateness and effectiveness of the methods used for the evaluation of student achievement of the defined learning outcomes and degree-level expectations, especially in the students’ final year of the Degree Program.

**Student Awards and Professional Development**

* Student success rates in provincial and national scholarships, competitions and awards.
* Appropriateness and effectiveness of initiatives in place to foster the professional development of students in the program including professional and transferable skills.

**Student Funding**

* Scholarships, bursaries and other funding opportunities available to students in the Degree Program.

Quality Indicators

* Assessment of Degree Program against provincial, national and international comparators
* Quality of applicants and admitted students and enrollment
* Student completion rates and time to completion
* Quality of the educational experience, teaching and graduate supervision
* Implications of any data (where available) concerning post-graduation employability
* Availability of student funding.
* Provision of student support through orientation, advising/mentoring, student services
* Degree Program(s) outreach and promotion.

Quality Enhancement

* Initiatives taken to enhance the quality of the Degree Program(s) and the associated learning and teaching environment
* Extent to which initiatives have been undertaken to enhance the Degree Program’s accessibility (i.e., for students requiring physical or mental health accommodations) and diversity

## FACULTY

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* Strengths and weaknesses of the collective faculty complement
* Appropriateness and effectiveness of the faculty succession plan.
* Initiatives to support for faculty development

## RESEARCH

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* Scope, quality and relevance of faculty research activities
* Appropriateness of the level of activity relative to provincial, national and international comparators
* Appropriateness of research activities for the undergraduate and graduate students in the degree program(s).

## INTERNAL AND EXTERNAL RELATIONSHIPS

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* Scope and nature of relationships with related Academic Administrative Units and/or Degree Programs
* Extent to which the Academic Administrative Unit has developed or sustained fruitful partnerships with other universities and organizations in order to foster research, creative professional activities and to deliver Degree Programs
* Scope and nature of the Academic Administrative Unit and Degree programs’ relationship with external government and academic and professional organizations
* Social impact of the Academic Administrative Unit and Degree Program(s) in terms of outreach and impact locally and nationally

## ORGANIZATIONAL AND FINANCIAL STRUCTURE

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* The appropriateness and effectiveness of the Academic Administrative Unit’s organizational and financial structure, and its use of existing human, physical and financial resources in delivering its Degree program(s). In making this assessment, reviewers must recognize the institution’s autonomy in determining priorities for funding, space, and faculty allocation.
* Opportunities for new revenue generation.

## RESOURCES AND INFRASTRUCTURE

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* The appropriateness with which resource allocation, including space and infrastructure support, has been managed.
* Appropriateness of Academic Support Services available that contribute to the academic quality of each Degree Program under review.

## LONG-RANGE PLANNING CHALLENGES

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* Consistency of the Degree Program(s) long-range plans with the University’s Strategic Roadmap, Academic Action Plan, and the Strategic Research Action Plan.
* Appropriateness of:
* Faculty complement and succession plan, including balance of tenure-stream and non-tenure stream faculty
* Enrolment strategy
* Student financial aid, scholarships and bursaries
* Development/fundraising Initiatives
* Management and leadership

• Possible Academic Administrative Unit/Degree Program(s) growth plans/opportunities.