



UNIVERSITY OF MANITOBA PROCEDURE

Procedure:	ACADEMIC PROGRAM REVIEWS
Parent Policy:	Academic Program Reviews
Effective Date:	January 5, 2005
Revised Date:	September 1, 2020
Review Date:	September 1, 2030
Approving Body:	Senate
Authority:	
Responsible Executive Officer:	Provost and Vice-President (Academic)
Delegate: (If applicable)	Vice-Provost (Academic Planning and Programs)
Contact:	Vice-Provost (Academic Planning and Programs)
Application:	Faculty/College/Schools

Part I Reason for Procedure

- 1.1 To set out procedures secondary to the Policy entitled "Academic Program Reviews", in connection with:
 - (a) the review of undergraduate programs; and
 - (b) the review of graduate programs.

Part II Procedural Content

- 2.1 Each undergraduate and graduate academic program shall be reviewed at least once every eight (8) years. Where deemed appropriate, undergraduate and graduate programs may be reviewed concurrently.

- 2.2 Programs shall be reviewed on a schedule set by the Provost and Vice-President (Academic). Reasonable effort will be made to co-ordinate program reviews with accreditation reviews, where appropriate.
- 2.3 The department or academic unit (hereafter “the unit”) delivering the program(s) to be reviewed shall prepare a Self-Evaluation Report as outlined in Appendix A.

Self-Evaluation Report

- 2.4 In consultation with departmental council, or an equivalent body in cases where the program is not offered by a department, the unit head shall prepare a Self-Evaluation Report, in accordance with the format outlined in Appendix A. This Report shall be submitted within nine (9) months of a request having been received from the Provost and Vice-President (Academic).
- 2.5 The unit head shall submit to the Dean/Director the names of five potential external reviewers and three potential internal reviewers (see Appendix D). All potential reviewers should be at arm’s length from the unit under review, and in the case of internal reviewers, should be from a different Faculty/College/School. The Dean/Director will recommend to the Provost and Vice-President (Academic) a list of potential reviewers considering, but not limited to, the nominations submitted by the unit head.
- 2.6 The unit head shall send a copy of the completed Self-Evaluation Report to the Provost and Vice-President (Academic), with copies to the relevant Dean/Director. Where appropriate, the Provost and Vice-President (Academic) will forward a copy to the Dean of the Faculty of Graduate Studies and the Vice-President (Research and International).

Review Committee

- 2.7 There shall be a Review Committee for each academic program review. This Review Committee shall consist of at least:
 - (a) two external reviewers, and
 - (b) one internal reviewerall chosen by the Provost and Vice-President (Academic) after consulting with the relevant Dean/Director and, where appropriate, the Dean of the Faculty of Graduate Studies and, considering, but not limited to, the nominations submitted by the unit head.
- 2.8 The Review Committee shall receive directly from the Provost and Vice-President (Academic) copies of the Self-Evaluation Report. The Review Committee shall conduct a site visit in accordance with the general guidelines provided in Appendix B.

Review Report

- 2.9 The Review Committee shall submit directly to the Provost and Vice-President (Academic) a Review Report that contains a critical assessment of the program(s) under review and provides specific and detailed recommendations for potential improvements (see Appendix C).
- 2.10 Upon receipt of the Review Report, the Provost and Vice-President (Academic) shall forward a copy to the unit head, the Dean/Director, and, where appropriate, the Dean of the Faculty of Graduate Studies.
- 2.11 The Provost and Vice-President (Academic) shall request the unit head to submit a plan addressing the recommendations of the Review Report, proposing a timeline for necessary program revisions, and identifying any budgetary implications of those revisions. This plan is to be submitted within three (3) months of receipt of the Review Report, with a view to begin implementation of proposed changes within six (6) months.
- 2.12 The Dean/Director and, where appropriate, the Dean of the Faculty of Graduate Studies, will be asked to provide a report to the Provost and Vice-President (Academic) on these plans together with their comments on the review; each within one (1) month of receipt of the plans.
- 2.13 The Provost and Vice-President (Academic) shall provide their assessment of each academic review to SCAR.

Follow-up

- 2.14 The unit head shall provide a report to the Provost and Vice-President (Academic) outlining any changes to the program(s) resulting from recommendations of the review. The report shall be submitted within twelve (12) months of receipt of the Review Report, unless otherwise specified by the Provost and Vice-President (Academic).
- 2.15 At the request of the Provost and Vice-President (Academic), follow-up reports may be required of the Dean/Director, and where appropriate, the Dean of the Faculty of Graduate Studies.
- 2.16 SCAR shall report annually to Senate on the progress of all academic reviews.

Part III Accountability

- 3.1 The Office of Legal Counsel is responsible for advising the Provost and Vice-President (Academic) that a formal review of this Procedure is required.

- 3.2 The Vice-Provost (Academic Planning and Programs) is responsible for the implementation, administration and review of this Procedure.
- 3.3 Faculty/College/School Councils are responsible for complying with this Procedure.

Part IV Review

- 4.1 Governing Document reviews shall be conducted every ten (10) years. The next scheduled review date for this Procedure is September 1, 2030.
- 4.2 In the interim, this Procedure may be revised or repealed if:
 - (a) the Provost and Vice-President (Academic) or Approving Body deems it necessary or desirable to do so;
 - (b) the Procedure is no longer legislatively or statutorily compliant;
 - (c) the Procedure is now in conflict with another Governing Document; and/or
 - (d) the Parent Policy is revised or repealed.

Part V Effect on Previous Statements

- 5.1 This Procedure supersedes all of the following:
 - (a) Academic Program Reviews Procedure, January 5, 2005;
 - (b) all previous Board of Governors/Senate Governing Documents on the subject matter contained herein; and
 - (c) all previous Administration Governing Documents on the subject matter contained herein.

Part VI Cross References

- 6.1 This Procedure should be cross referenced to the following relevant Governing Documents, legislation and/or forms:
 - (a) [Academic Program Reviews Policy](#)
 - (b) [Appendix A – Self-Evaluation Report](#)

- (c) [Appendix B – Expectations of the Review Committee](#)
- (d) [Appendix C – Review Committee Assessment Guidelines](#)
- (e) [Appendix D – Nomination form for Members of the Review Committee](#)