**RYERSON UNIVERSITY**
**POLICY OF SENATE**

## PERIODIC PROGRAM REVIEW OF GRADUATE AND UNDERGRADUATE PROGRAMS

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| **Responsible Committee or Office:** | Provost and Vice-President Academic |

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Periodic program review (PPR) serves primarily to ensure that programs achieve and maintain the highest possible standards of academic quality and continue to satisfy societal need. All undergraduate and graduate programs are required to undertake a periodic program review on an eight-year cycle.

Periodic program review is part of Ryerson University's Institutional Quality Assurance Process (IQAP) which includes the following policies:

Policy 110: Institutional Quality Assurance Process
Policy 112: Development of New Graduate and Undergraduate Programs
**Policy 126: Periodic Program Review of Graduate and Undergraduate Programs**
Policy 127: Curriculum Modifications: Graduate and Undergraduate Programs

### 1. PURPOSE

This policy governs the review of undergraduate and graduate programs that have been approved by Ontario Universities Council on Quality Assurance (Quality Council).

### 2. SCOPE

This policy includes all undergraduate and graduate programs, both full and part-time, offered solely by Ryerson or in partnership with any other post-secondary institutions. Programs offered jointly with other post-secondary institutions will be subject to the periodic program review policies of all the institutions.

### 3. DEFINITIONS

3.1. Refer to Policy 110 for definitions related to this policy.
3.2. Refer to Policy 110 for Degree Level Expectations for Undergraduate and Graduate Programs.

### 4. EXTERNAL AUTHORITY AND RESPONSIBILITY

4.1. **Ontario Universities Council on Quality Assurance (Quality Council)**
4.1.1. The Quality Council reviews PPR Final Assessment Reports (FARs) on an annual basis.
4.1.2. The Quality Council audits the quality assurance process for PPR on an eight-year cycle and determines whether the University has acted in compliance with the provisions of its IQAP.

## 5. INTERNAL AUTHORITY AND RESPONSIBILITY

5.1. **Senate**

5.1.1. Senate has the final authority for the approval of PPRs of all Ryerson programs.

5.1.2. Senate has the final internal authority for the approval of all new and revised academic policies.

5.2. **Standing Committees and Governance Council of Senate**

5.2.1. **Academic Standards Committee (ASC):** A Standing Committee of Senate that assesses and provides recommendations to Senate for approval of undergraduate PPRs and assesses PPR Follow-up Reports as an information item for Senate. An additional update and course of action by a specified date may be requested of the program if ASC believes that there has not been sufficient progress.

5.2.2. **Yeates School of Graduate Studies Council (YSGSC):** A Governance Council of Senate that assesses and provides recommendations to Senate for approval of graduate program PPRs, and assesses PPR Follow-up Reports as an information item for Senate. An additional update and course of action by a specified date may be requested of the program if the YSGSC believes that there has not been sufficient progress.

5.2.2.1. **YSGS Programs and Planning Committee (PPC):** A committee of the YSGSC that reviews the PPR self studies and appendices of graduate programs for completeness and determines if there are any issues prior to submission to a peer review team. Assesses complete graduate PPRs and provides recommendations to YSGSC.

5.3. **Provost and Vice-President Academic**

5.3.1. Following Senate approval, reports the outcomes of a PPR to the Board of Governors.

5.3.2. Submits FARs, including Implementation Plans and Executive Summaries, for all undergraduate and graduate PPRs to Quality Council annually, as per Quality Council's required process.

5.3.3. Is responsible for the University's participation in the Quality Council cyclical audit process.

5.4. **Deputy Provost and Vice Provost University Planning**

5.4.1. Provides institutional data for PPRs.

5.5. **Vice Provost Academic**

5.5.1. Has authority for PPRs of all undergraduate degree programs.

5.5.2. Is responsible for the undergraduate PPR schedule, for informing programs in written format of their forthcoming review, and for providing an orientation to PPR.

5.5.3. Is responsible for advising and monitoring throughout the PPR process.

5.5.4. Assesses PPR self studies and appendices for completeness and determines if there are any issues prior to submission to a Peer Review Team (PRT).

5.5.5. Forwards complete PPRs to the ASC for their review and recommendation for approval to Senate.

5.5.6. Ensures that there is a FAR, Implementation Plan, and Executive Summary for each PPR.

5.5.7. Submits an undergraduate program FAR, including recommendations from ASC, for assessment and approval by Senate.

5.5.8. Forwards mandated Follow-up Reports to the ASC for their information, assessment, and report to Senate, then forwards to Senate for information.

5.5.9. Develops a manual that details the process and supports the preparation of the PPR of undergraduate degree programs.

5.6. **Vice-Provost and Dean, YSGS**

5.6.1. Has authority for PPRs of all graduate programs.

5.6.2. Is responsible for the graduate PPR schedule, for informing graduate programs in written format of their forthcoming review, and for providing an orientation to PPR.

5.6.3. Is responsible for advising and monitoring throughout the PPR process.

5.6.4. Responds to the PRT Report as well as to the Program Response and the Faculty Dean's Response to the PRT Report for graduate programs.

5.6.5. Ensures that there is a FAR, Implementation Plan, and Executive Summary for each graduate PPR.

5.6.6. Submits graduate program FARs, including recommendations, to Senate for assessment and approval.

5.6.7. Forwards mandated Follow-up Reports to YSGSC for its information, assessment, and report to Senate, then forwards to Senate for information.

5.6.8. Develops a manual that details the process and supports the preparation of the PPR of graduate degree programs.

5.7. **Faculty Dean or Dean of Record**[1] [2]

5.7.1. Reviews the undergraduate PPR self study and appendices prior to submission to Department/School/Program/Faculty Council(s) and endorses the self study and appendices following Council endorsement.

5.7.2. Appoints Peer Review Teams (PRT) for undergraduate programs.

5.7.3. Provides consultation to the Vice-Provost and Dean, YSGS regarding the appointment of PRTs for graduate programs.

5.7.4. Responds to the PRT Report as well as to the Program Response to the PRT Report for undergraduate and graduate programs.

5.7.5. For undergraduate programs, reviews mandated Follow-up Reports to ensure progress with the recommendations from ASC and ensures that the implementation plan is effectively accomplished in a timely manner. If it is believed that there has not been sufficient progress, an additional update and course of action by a specified date may be required.

5.7.6. For graduate programs, reviews mandated Follow-up Reports to ensure that the implementation plan is effectively accomplished in a timely manner. If it is believed that there has not been sufficient progress, an additional update and course of action by a specified date may be required.

5.8. **Chair/Director**

5.8.1. **Undergraduate Chair/Director of Department/School**

5.8.1.1. Oversees the preparation of the undergraduate program self study and appendices within the appropriate timelines.

5.8.1.2. Actively engages faculty, staff and students in the periodic program review process.

5.8.1.3. Presents a completed PPR self study and appendices to the Faculty Dean or Dean of Record for initial review prior to presentation to Department/School/Program and/or Faculty Councils, as appropriate.

5.8.1.4. Prepares a response to the PRT Report.

5.8.1.5. Prepares the mandated PPR Follow-up Report for submission to the Faculty Dean or Dean of Record, and the Vice Provost Academic by the specified date, normally within one year of Senate approval of the program review.

[1] The Dean of Record for interdisciplinary graduate programs that cross faculty lines is the Vice-Provost and Dean, YSGS (Policy 45).

[2] See Ryerson Senate Policy 110 for definition.

5.8.1.6. Administers the implementation plan to ensure that it is effectively accomplished in a timely manner.

5.8.2. **Graduate Program Director**

5.8.2.1. Oversees the preparation of the graduate program self study and appendices within the appropriate timelines.

5.8.2.2. Actively engages Chairs/Directors, faculty, staff and students in the periodic program review process.

5.8.2.3. Presents a completed PPR self study and appendices to the Faculty Dean or Dean of Record for graduate programs for initial review prior to presentation to Program Council.

5.8.2.4. Prepares a response to the PRT Report.

5.8.2.5. Prepares the mandated PPR Follow-up Report for submission to the Faculty Dean or Dean of Record, and the Vice Provost and Dean YSGS by the specified date, normally within one year of Senate approval of the review.

5.8.2.6. Administers the implementation plan to ensure that it is effectively accomplished in a timely manner.

5.9. **Department/School/Program and Faculty Council (where applicable)**

5.9.1. Endorses the undergraduate or graduate self study and appendices prior to submission to the Faculty Dean or Dean of Record.

## 6. REVIEW OF IQAP POLICY AND PROCEDURES

6.1. The review of Ryerson's IQAP policies will follow the procedures set out in Ryerson University's IQAP Policy 110.

# POLICY 126: PERIODIC PROGRAM REVIEW FOR GRADUATE AND UNDERGRADUATE PROGRAMS

## PROCEDURES

This document outlines the sequential stages of the PPR including the self study report, the peer review and report, responses to the PRT Report, assessments, endorsements, and approvals of undergraduate and graduate PPRs and implementation of recommendations.

### 1. THE SELF STUDY REPORT

The self study has descriptive, explanatory, evaluative and formative functions. It provides an opportunity for programs to assess academic quality and societal need. It is essential that the self-study is reflective, self-critical and analytical, and that it actively involve both faculty and students in the process. The Vice Provost Academic and the YSGS Associate Dean, Programs, as appropriate, will advise programs throughout the review process on matters of content and format and to ensure that policy requirements are met.

1.1. **Objectives (Quality Council requirements have been italicized)**

1.1.1. *Program requirements and learning outcomes are consistent with the University's mission and academic plan;*

1.1.2. *Program requirements and learning outcomes are clear, appropriate and align with the institution's statement of the undergraduate and/or graduate Degree Level Expectations; and*

1.1.3. *Program addresses societal need.*

1.2. **Admission requirements**

*1.2.1. Admission requirements are appropriately aligned with the learning outcomes established for completion of the program.*

1.3. **Curriculum**

*1.3.1. The curriculum reflects the current state of the discipline or area of study;*

*1.3.2. Evidence of any significant innovation or creativity in the content and/or delivery of the program,* including experiential learning opportunities; and

*1.3.3. Mode(s) of delivery to meet the program's identified learning outcomes are appropriate and effective.*

1.4. **Teaching and assessment**

*1.4.1. Appropriateness and effectiveness of the methods for assessing student achievement of the defined program learning outcomes and degree level expectations;*

*1.4.2. Appropriateness and effectiveness of the means of assessment, especially in the students' final year of the program, in clearly demonstrating achievement of the program learning outcomes and the institution's statement of Degree Level Expectations; and*

*1.4.3.* Grading, academic continuance, and graduation requirements, if variant from Ryerson's graduate or undergraduate policies.

1.5. **Resources**

*1.5.1. Appropriateness and effectiveness of the academic unit's use of existing human, physical and financial resources in delivering its program(s); and*

*1.5.2. The appropriateness and effectiveness of academic services (e.g. library, co-op, technology, etc.) to support the program(s) being reviewed.*

1.6. **Quality indicators**

*1.6.1.* ***Faculty****: qualifications, scholarly, research and creative (SRC) record; class sizes; percentage of classes taught by permanent or non-permanent (contractual) faculty; numbers, assignments and qualifications of part- time or temporary faculty;*

*1.6.2.* ***Students****: applications and registrations; attrition rates; time-to-completion; final-year academic achievement; academic awards; student in-course reports on teaching; and*

*1.6.3.* ***Graduates****: rates of graduation, employment six months and two years after graduation, post- graduate study, "skills match" and alumni reports on program quality when available and when permitted by the Freedom of Information and Protection of Privacy Act (FIPPA).*

1.7. **Quality enhancement**

*1.7.1. Initiatives taken to enhance the quality of the program and the associated learning and teaching environment.*

1.8. **Additional graduate program criteria**

*1.8.1. Evidence that students' time-to-completion is both monitored and managed in relation to the program's defined length and program requirements;*

*1.8.2. Quality and availability of graduate supervision; and*

*1.8.3. Definition and application of indicators that provide evidence of faculty, student and program quality, for example:*

*1.8.3.1. Faculty: funding, honours and awards, and commitment to student mentoring;*

*1.8.3.2. Students: grade-level for admission, scholarly output, success rates in provincial and national scholarships, competitions, awards and commitment to professional and transferable skills;*

*1.8.3.3. Program: evidence of a program structure and faculty research that will ensure the intellectual quality of the student experience; and*

*1.8.3.4. Sufficient graduate level courses that students will be able to meet the requirement that two- thirds of their course requirements be met through courses at this level.*

1.9. **Recommendations and Implementation Plan**

*1.9.1. Identify and prioritize program recommendations, including priorities for implementation, who will be responsible for acting on those recommendations, and timelines for acting on and monitoring the implementation of those recommendations.*

1.10. **Executive Summary**

*1.10.1. An executive summary suitable for posting on the university website.*

1.11. **Appendices**

*1.11.1.* Appendix I: Data, and reports supporting the self study, as outlined in PPR Manuals

*1.11.2.* Appendix II: *Concerns and recommendations raised in previous reviews: document and address*

*1.11.3.* Appendix III: Faculty Curriculum Vitae

*1.11.4.* Appendix IV: Courses Outlines

*1.11.5.* Appendix V: Documentation of Approvals and Related Communications[3]

[3] Reviews, endorsements, approvals and related communications must be documented and retained at every stage of the PPR process. The documentation (1.11.5. Appendix V) accompanies the complete PPR that is submitted to the ASC or YSGS Council (Section 9.0).

Detailed guidelines for the Self-Study and Appendices are in PPR Manuals, provided by the Office of the Vice Provost Academic and the Yeates School of Graduate Studies.

## 2. PROTOCOL FOR CONCURRENT UNDERGRADUATE AND GRADUATE PERIODIC PROGRAM REVIEWS

2.1. Where there are concurrent undergraduate and graduate PPRs, separate self studies and appendices are required.

2.2. External peer reviews of both undergraduate and graduate programs may be coordinated if the Department/School chooses to do so; however, separate PRT Reports are required.

## 3. PROTOCOL FOR JOINT PROGRAMS

3.1. The self study clearly explains how input was received from faculty, staff and students at each partner institution. There will be a single self study.

3.2. Selection of the reviewers involves participation by each partner institution.

*3.2.1.* Where applicable, selection of the internal reviewer requires joint input;

*3.2.2.* The selection of the peer reviewer could include one internal to represent all partners; and

*3.2.3.* The selection could give preference to an internal reviewer who is from another joint program, preferably with the same partner institution.

3.3. The site visit involves all partner institutions and preferably at all sites.

*3.3.1.* Reviewers consult faculty, staff and students at each partner institution, preferably in person.

3.4. Feedback on the reviewers' report is solicited from participating units at each partner institution, including the Deans or Dean of Record.

3.5. Preparation of a FAR requires input from each partner.

*3.5.1.* There is one FAR that is subject to the appropriate governance processes at each partner institution;

*3.5.2.* The FAR is posted on the university website of each partner;

*3.5.3.* Partner institutions agree on an appropriate monitoring process for the Implementation Plan section of the FAR; and

*3.5.4.* The FAR should be submitted to the Quality Council by all partners.

## 4. PROTOCOL FOR INTERDISCIPLINARY AND MULTIDISCIPLINARY PROGRAMS

4.1. For multidisciplinary and interdisciplinary programs the Faculty Dean of Record will oversee the periodic program review.

4.2. The self study clearly explains how input was received from faculty, staff and students of the program. There will be a single self study and site visit.

## 5. PROTOCOL FOR ACCREDITED PROGRAMS

5.1. PPRs may be coordinated with any professional accreditation review, if feasible, and accreditation review information can be used to supplement the PPR; however, a self study and appendices, separate from an accreditation review, are required.

5.2. In the case of accredited programs, at their discretion, the Vice Provost Academic or the Vice-Provost and Dean, YSGS, as applicable, may require a separate Peer Review Team when the accrediting body's assessment does not fully cover all the areas required by the University's PPR process. The Peer Review Team Report must be a separate document from the Accreditation PRT Report.

## 6. REVIEWS AND ENDORSEMENTS PRIOR TO SUBMISSION TO AN EXTERNAL PEER REVIEW TEAM

### 6.1. Department/School/Program Council; Faculty Council

*6.1.1.* Following the review of the self study and appendices by the Faculty Dean or Dean of Record, the Department/School/Program Council and Faculty Council, as appropriate, will review and endorse the self study and appendices. A record will be kept of the date(s) of the relevant Council meeting(s), along with any qualifications or limitations placed by the Council(s) on the endorsement.

### 6.2. Program Advisory Council (for Undergraduate Programs)

*6.2.1.* Following endorsement by the Department/School/Program/Faculty Council(s), as appropriate, the self-study and appendices, along with any qualifications or limitations, will be sent to the Faculty Dean or Dean of Record for presentation to the Program Advisory Council (PAC) for its review and comments**.** A record will be kept of the date(s), minutes, and members attending the meeting(s). A response to the comments of the PAC may be included in the Peer Review Team (PRT) Report (see Section 7.6) and/or the responses to the PRT Report (see Section 8).

### 6.3. Faculty Dean or Dean of Record

*6.3.1.* The Faculty Dean or Dean of Record will review the undergraduate self study and appendices for completeness and to determine if there are any issues prior to a review and endorsement by the Department/School/Program/Faculty Council.

*6.3.2.* Following endorsement of the self study and appendices by the Department/School/ Program Council and Faculty Council, as appropriate, and a review by the PAC (for undergraduate programs), the Faculty Dean or Dean of Record will endorse the self study and appendices for preliminary submission to the Vice Provost Academic for undergraduate PPRs, or to the Vice-Provost and Dean, YSGS for graduate PPRs.

### 6.4. Vice Provost Academic

*6.4.1.* The Vice Provost Academic will review the undergraduate self study and appendices for completeness and to determine if there are any issues prior to submission to a Peer Review Team.

### 6.5. YSGS Programs and Planning Committee (PPC)

*6.5.1.* The YSGS PPC will review the graduate self study and appendices for completeness and to determine if there are any issues prior to submission to a Peer Review Team.

## 7. PEER REVIEW

As soon as possible after the self study and appendices have been reviewed for completeness by the Vice Provost Academic, for undergraduate programs, or the YSGS PPC, for graduate programs, it will undergo review by a Peer Review Team (PRT), as described below.

### 7.1. SELECTION OF PEER REVIEW TEAM (PRT) MEMBERS

*7.1.1.* PRTs are required for program reviews for undergraduate and graduate degree programs, and graduate diploma programs.

*7.1.2.* All members of the PRT will be at arm's length[4] from the program under review.

*7.1.3.* The external and internal reviewers will be active and respected in their field, and normally associate or full professors with program management experience.

*7.1.4.* If graduate and undergraduate program reviews are done concurrently, the Faculty Dean or Dean of Record, and the Vice Provost Academic and the Vice-Provost and Dean, YSGS must decide if combined or separate Peer Review Teams are required. Separate PRT Reports from the Peer Review Team(s) are required.

[4] See Appendix A for information on arm's length selection of PRT members.

*7.1.5.* **Undergraduate**

The PRT for undergraduate program reviews will consist of:

7.1.5.1. One external reviewer qualified by discipline and experience to review the program(s); and

7.1.5.2. One further external reviewer, or an internal reviewer from a related discipline (or interdisciplinary group) within the university. Internal reviewers are not members of the program under review. Internal reviewers will provide external reviewers with an institutional perspective on related policies and processes.

7.1.5.3. The PRT composition is the same for programs taught in collaboration with colleges or institutions outside of Ontario. In a joint program with other Ontario universities, unless one internal reviewer is agreed upon by all participating institutions, if applicable, one internal reviewer will be appointed from each participating institution.

*7.1.6.* **Graduate**

The PRT for graduate program reviews will consist of:

7.1.6.1. Two external reviewers qualified by discipline and experience to review the program(s); and

7.1.6.2. One further external reviewer, or an internal reviewer from a related discipline (or interdisciplinary group) within the university. Internal reviewers are not members of the program under review. Internal reviewers will provide external reviewers with an institutional perspective on related policies and processes.

7.1.6.3. The PRT composition is the same for programs taught in collaboration with colleges or institutions outside of Ontario. In a joint program with other Ontario universities, unless one internal reviewer is agreed upon by all participating institutions, if applicable, one internal reviewer will be appointed from each participating institution.

*7.1.7.* **Concurrent Reviews**

The PRT for the concurrent review of an undergraduate and graduate program will consist of at least:

7.1.7.1. Two external reviewers qualified by discipline and experience to review the programs; and

7.1.7.2. One further external reviewer, or an internal reviewer from a related discipline (or interdisciplinary group) within the university. Internal reviewers are not members of the program under review. Internal reviewers will provide external reviewers with an institutional perspective on related policies and processes.

7.2. **APPOINTMENT OF PEER REVIEW TEAM (PRT) MEMBERS**

*7.2.1.* **Undergraduate**

7.2.1.1. The membership of the undergraduate PRT will be determined and appointed by the Faculty Dean or Dean of Record based on written information provided by the program.

7.2.1.2. The program will provide the Faculty Dean or Dean of Record with names and brief biographies of four or more faculty external to Ryerson and two or more faculty internal to Ryerson (if applicable).

7.2.1.3. Initial communications to the reviewers, such as interest, availability, and invitation to serve on a PRT, will come only from the Faculty Dean or Dean of Record.

7.2.1.4. The Faculty Dean or Dean of Record will invite one of the external reviewers to act as Chair of the PRT.

*7.2.2.* **Graduate**

7.2.2.1. The membership of the graduate PRT will be determined by the Vice-Provost and Dean, YSGS in consultation with the Faculty Dean or Dean of Record and the program.

7.2.2.2. The program will provide the Vice-Provost and Dean, YSGS with names and brief biographies of four or more faculty external to Ryerson and two or more faculty internal to Ryerson (if applicable).

7.2.2.3. Initial communications to the reviewers, such as interest, availability, and invitation to serve on a PRT, will come only from the Vice-Provost and Dean, YSGS.

7.2.2.4. The Vice-Provost and Dean, YSGS, in consultation with the Faculty Dean or Dean of Record for graduate programs, will invite one of the external reviewers to act as Chair of the PRT.

7.3. **THE MANDATE OF THE PEER REVIEW TEAM (PRT)**

The general mandate of the PRT is to evaluate the academic quality of the program and the capacity of the School or Department to deliver it in an appropriate manner. The report of the PRT will address all of the following:

*7.3.1.* the clarity of the program's learning outcomes and their consistency with the institution's mission and academic plans, and alignment of the program's learning outcomes with the institution's degree level expectations;

*7.3.2.* the alignment of the program's learning outcomes with admission requirements;

*7.3.3.* the effectiveness of the curriculum in reflecting the current state of the discipline, evidence of innovation and/or creativity in content and delivery, and appropriateness of delivery to meet the program's learning outcomes;

*7.3.4.* the appropriateness and effectiveness of methods used to assess achievement of the program's learning outcomes and learning objectives;

*7.3.5.* the appropriateness and effectiveness of the academic unit's use of human, physical and financial resources and support services;

*7.3.6.* quality indicators relating to students, graduates and faculty;

*7.3.7.* additional graduate program criteria including time-to-completion, graduate student supervision, and faculty, student and program quality; and

*7.3.8.* initiatives taken to enhance the quality of the program and the associated learning and teaching environment.

*7.3.9.* **The PRT should, at the end of its report, specifically comment on:**

7.3.9.1. the program's strengths, weaknesses and opportunities;

7.3.9.2. the program's recommendations and implementation plan; and

7.3.9.3. the PRT's further recommendations for actions to improve the quality of the program, if any, distinguishing between those that the program can itself take and those that would require external action, where possible.

7.4. **INFORMATION PROVIDED TO THE PEER REVIEW TEAM BEFORE THE SITE VISIT**

*7.4.1.* **Undergraduate**

7.4.1.1. The PRT will be provided with a Letter of Invitation from the Faculty Dean or Dean of Record, the PRT's mandate, and information on the University and its mission and mandate. The program will provide to the PRT a site visit agenda along with the self study with all appendices. This communication will remind the PRT of the confidentiality of the documents presented.

*7.4.2.* **Graduate**

7.4.2.1. The PRT will be provided with a Letter of Invitation from the Vice-Provost and Dean, YSGS. The graduate program will provide their mandate and information on the University and its mission, a site visit agenda, and the self study with all appendices. This communication will remind the PRT of the confidentiality of the documents presented.

## 7.5. THE PEER REVIEW TEAM (PRT) SITE VISIT

*7.5.1.* The PRT will be provided with:

7.5.1.1. Access to program administrators, staff, and faculty (including representatives from joint or collaborative Ontario institutions), administrators of related departments and librarians, and students (including representatives from joint or collaborative Ontario institutions), as appropriate.

7.5.1.2. Coordination of site visits to Ontario institutions offering joint programs (excluding college collaborative programs), where appropriate; and any additional information that may be needed to support a thorough review.

*7.5.2.* **Undergraduate**

7.5.2.1. At the opening of the site visit the Vice Provost Academic will review the PRT mandate, the format for the PRT Report, and the timeline for completion of the PRT report.

7.5.2.2. At the close of the site visit the PRT will hold a debriefing involving the Provost and Vice-President Academic, the Vice Provost Academic, the Faculty Dean or Dean of Record, and any others who may be invited by the Faculty Dean or PRT.

*7.5.3.* **Graduate**

7.5.3.1. At the opening of the site visit the Vice-Provost and Dean, YSGS will review the PRT mandate, the format for the PRT Report, and the timeline for completion of the PRT report.

7.5.3.2. At the close of the site visit, the PRT will hold a debriefing involving the Provost and Vice-President Academic, the Vice-Provost and Dean, YSGS, the Faculty Dean, and any others who may be invited by the Faculty Dean or PRT.

*7.5.4.* **Concurrent**

7.5.4.1. At the opening of the site visit the Vice Provost Academic and the Vice-Provost and Dean, YSGS will review the PRT mandate, the format for the PRT Reports, and the timeline for completion of the PRT Reports.

7.5.4.2. At the close of the site visit the PRT will hold a debriefing involving the Provost and Vice-President Academic, the Vice Provost Academic, the Vice-Provost and Dean, YSGS, the Faculty Dean and any others who may be invited by the Faculty Dean or the PRT.

## 7.6. PEER REVIEW TEAM (PRT) REPORT

*7.6.1.* **Undergraduate**

7.6.1.1. Within four weeks of the completion of the site visit, the PRT for an undergraduate program will submit its written report to the Faculty Dean or Dean of Record and the Vice Provost Academic. The Faculty Dean or Dean of Record will forward this report to the Chair/Director of the program.

*7.6.2.* **Graduate**

7.6.2.1. Within four weeks of the completion of the site visit, the PRT for a graduate program will submit its written report to the Vice-Provost and Dean, YSGS. The Vice-Provost and Dean, YSGS will forward this report to the Chair/Director of the program and to the Faculty Dean or Dean of Record.

## 8. RESPONSES TO THE PEER REVIEW TEAM (PRT) REPORT

### 8.1. PROGRAM RESPONSE

*8.1.1.* **Undergraduate**

8.1.1.1. Within four weeks of receipt of the PRT Report, the program will submit a written response to the PRT Report to the Faculty Dean or Dean or Record. The written response may include any of the following:

- Comments, corrections and/or clarifications of items raised in the PRT Report;
- A revised implementation plan with an explanation of how the revisions reflect the further PRT recommendations and/or respond to the weaknesses or deficiencies identified in the PRT Report; and
- An explanation of why recommendations of the PRT will not be acted upon.

*8.1.2.* **Graduate**

8.1.2.1. Within four weeks of receipt of the PRT Report, the program will submit a written response to the PRT Report to the Vice Provost and Dean, YSGS and to the Faculty Dean. The written response may include any of the following:

- Comments, corrections and/or clarifications of items raised in the PRT Report;
- A revised implementation plan with an explanation of how the revisions reflect the further PRT recommendations and/or respond to the weaknesses or deficiencies identified in the PRT Report; and
- An explanation of why recommendations of the PRT will not be acted upon.

### 8.2. FACULTY DEAN'S OR DEAN OF RECORD'S RESPONSE

*8.2.1.* For undergraduate and graduate programs, within four weeks a written response must be provided by the Faculty Dean or Dean of Record. The response will address:

- The recommendations proposed in the self-study report;
- Further recommendations of the PRT;
- The Program Response to the PRT Report;
- Any changes in organization, policy or governance required to meet the recommendations;
- The resources that would be provided to support the implementation of selected recommendations; and
- A proposed timeline for the implementation of any of those recommendations.

8.2.1.1. If the self study report or the implementation plan is revised following, or as a result of, the PRT review, the original and the revised documents must be resubmitted through the Faculty Dean or Dean of Record to the Vice-Provost Academic or the Vice-Provost and Dean, YSGS. If the Faculty Dean or Dean of Record and the Vice-Provost Academic or the Vice-Provost and Dean, YSGS believe that this document differs substantially from the original, it must be resubmitted to the Department/School/Program Council(s) and Faculty Councils, if appropriate, for further endorsement followed by decanal endorsement.

### 8.3. VICE-PROVOST and DEAN, YSGS'S RESPONSE

*8.3.1.* For graduate programs, within four weeks a written response must be provided by the Vice-Provost and Dean, YSGS. The response will address:

- The recommendations proposed in the self-study report;
- Further recommendations of the PRT;
- The Program Response to the PRT Report;
- The Faculty Dean's Response to the PRT Report;

- Any changes in organization, policy or governance required to meet the recommendations;
- The resources that would be provided to support the implementation of selected recommendations; and
- A proposed timeline for the implementation of any of those recommendations.

8.3.1.1. If the self study report or the implementation plan is revised following, or as a result of, the PRT review, the original and the revised documents must be resubmitted through the Faculty Dean or Dean of Record to the Vice-Provost and Dean, YSGS. If the Faculty Dean or Dean of Record and the Vice-Provost and Dean, YSGS believe that this document differs substantially from the original, it must be resubmitted to the Department/School/Program Council(s) and Faculty Councils, if appropriate, for further endorsement followed by endorsement by the Faculty Dean or Dean of Record and the Vice-Provost and Dean, YSGS.

## 9. ASSESSMENT AND RECOMMENDATIONS BY ASC OR YSGS COUNCIL

### 9.1. Academic Standards Committee (ASC)

*9.1.1.* For undergraduate programs, the PPR, which includes the Self Study Report and Appendices (Section 1), with revisions if required, the PRT Report, the Program Response, and the Faculty Dean or Dean of Record's Response is submitted to the Vice Provost Academic for submission to the ASC for assessment.

*9.1.2.* The ASC will then make one of the following recommendations:

9.1.2.1. Senate approve the PPR, with a mandated Follow-up Report(s).

9.1.2.2. Senate approve the PPR with conditions, as specified, and with a mandated Follow-up Report(s).

9.1.2.3. The PPR be referred to the Faculty Dean or Dean of Record for further action in response to specified weaknesses and/or deficiencies.

9.1.2.4. The PPR, as submitted, be rejected.

### 9.2. Yeates School of Graduate Studies (YSGS)

*9.2.1.* For graduate programs, the PPR, which includes the Self Study Report and Appendices (Section 1), with revisions if required, the PRT Report, the Program Response, the Faculty Dean or Dean of Record's Response, and the Vice-Provost and Dean, YSGS's Response is submitted to the YSGS Programs and Planning Committee (PPC).

9.2.1.1. The PPC will assess the PPR and make one the following recommendations:

9.2.1.1.1. That the PPR be sent to the YSGS Council with or without qualification;

9.2.1.1.2. That the PPR be returned to the program for further revision.

*9.2.2.* Upon approval by the YSGS PPC, the YSGS Council will assess the report and make one of the following recommendations:

9.2.2.1. Senate approve the PPR, with a mandated Follow-up Report(s).

9.2.2.2. Senate approve the PPR with conditions, as specified, and with a mandated Follow-up Report(s).

9.2.2.3. The PPR be referred to the Faculty Dean or Dean of Record for further action in response to specified weaknesses and/or deficiencies.

9.2.2.4. The PPR, as submitted, be rejected.

## 10. FINAL ASSESSMENT REPORT (FAR)

10.1. For undergraduate programs, the Office of the Vice Provost Academic will prepare for Senate a Final Assessment Report (FAR)[5], which includes the PPR implementation plan, and an executive summary.

[5] See Ryerson Senate Policy 110 for a definition.

10.2. For graduate programs, the Office of the Vice-Provost and Dean, YSGS will prepare for Senate a FAR, which includes the PPR implementation plan, and an executive summary.
10.3. If there is a concurrent review of an undergraduate and a graduate program, separate FARs will be prepared for Senate.
10.4. The FAR should include all the elements that are required within Quality Council's Quality Assurance Framework.

## 11. SENATE APPROVAL

11.1. The Vice Provost Academic and/or the Vice-Provost and Dean, YSGS, as appropriate, will submit a PPR Report to Senate which includes the FAR and the requirements of a mandated Follow-up Report(s).
11.2. Senate has the final academic authority to approve the PPR Report to Senate, which includes the FAR and the mandated Follow-up Report(s).

## 12. FOLLOW-UP REPORT

12.1. The PPR Report to Senate will include a date, within one year of Senate approval of the PPR, for a mandated Follow-up Report to be submitted to the Faculty Dean or Dean of Record and the Vice Provost Academic or the Vice-Provost and Dean, YSGS, as appropriate, on the progress of the implementation plan and any further recommendations. The PPR Report to Senate may also include a date(s) for subsequent Follow-up Reports.
12.2. The Chair/Director and Faculty Dean or Dean of Record, and the Vice-Provost and Dean, YSGS, if applicable, are responsible for requesting any additional resources identified in the PPR through the annual academic planning process. The relevant Faculty Dean or Dean of Record, or the Vice-Provost and Dean, YSGS, if applicable, is responsible for providing the identified resources, if feasible, and the Provost and Vice-President Academic is responsible for final approval of requests for extraordinary funding. Requests should normally be addressed, with a decision to either fund or not fund, within two budget years of the Senate approval of the PPR.
12.3. The Follow-up Report will include an indication of any resources that have been provided at the time of the report.
12.4. The Follow-Up Report(s) will be reviewed by the Faculty Dean or Dean of Record and ASC or YSGS Council, as appropriate. If it is believed that there has not been sufficient progress on the implementation plan, an additional update and course of action by a specified date may be required.
12.5. The Follow-up Report will be forwarded to Senate as an information item following review by the ASC or YSGS Council, as appropriate.

## 13. DISTRIBUTION REQUIREMENTS

13.1. Under the direction of the Vice Provost Academic and the Vice-Provost and Dean, YSGS, the Office of the Vice Provost Academic shall publish the Executive Summary, the FAR, and the action of Senate for each approved PPR on Ryerson University's Curriculum Quality Assurance website with links to the Senate website and the Provost and Vice-President Academic's website.
13.2. Complete PPR documentation, respecting the provisions of FIPPA, will be made available through the Office of the Vice Provost Academic and Office of the Vice-Provost and Dean, YSGS.
13.3. The Provost and Vice-President Academic will submit annually the FARs of all approved PPRs to the Ontario Universities Council on Quality Assurance (Quality Council), as per the required process.
13.4. The Provost and Vice-President Academic is responsible for the presentation of the PPR

Executive Summary and its associated implementation plan to the Board of Governors for its information.

## APPENDIX I
## Choosing Arm's Length Reviewers

Best practice in quality assurance ensures that reviewers are at arm's length from the program under review. This means that reviewers/consultants are not close friends, current or recent collaborators, former supervisor, advisor or colleague.

Arm's length does not mean that the reviewer must never have met or even heard of a single member of the program. It does mean that reviewers should not be chosen who are likely, or perceived to be likely, to be predisposed, positively or negatively, about the program.

**Examples of what <u>may not</u> violate the arm's length requirement:**

- Appeared on a panel at a conference with a member of the program
- Served on a granting council selection panel with a member of the program
- Author of an article in a journal edited by a member of the program, or of a chapter in a book edited by a member of the program
- External examiner of a dissertation by a doctoral student in the program
- Presented a paper at a conference held at the university where the program is located
- Invited a member of the program to present a paper at a conference organized by the reviewer, or to write a chapter in a book edited by the reviewer
- Received a bachelor's degree from the university (especially if in another program)
- Co-author or research collaborator with a member of the program more than seven years ago
- Presented a guest lecture at the university
- Reviewed for publication a manuscript written by a member of the program

**Examples of what <u>may</u> violate the arm's length requirement:**

- A previous member of the program or department under review (including being a visiting professor)
- Received a graduate degree from the program under review
- A regular co-author and research collaborator with a member of the program, within the past seven years, and especially if that collaboration is ongoing
- Close family/friend relationship with a member of the program
- A regular or repeated external examiner of dissertations by doctoral students in the program
- The doctoral supervisor of one or more members of the program

**ADDITIONAL ADVICE FOR CHOOSING EXTERNAL REVIEWERS/CONSULTANTS**

External reviewers/consultants should have a strong track record as academic scholars and ideally should also have had academic administrative experience in such roles as undergraduate or graduate program coordinators, department chair, dean, graduate dean or associated positions. This combination of experience allows a reviewer to provide the most valuable feedback on program proposals and reviews.

**Source: Ontario Universities Council on Quality Assurance (Quality Council)**