POLICY NAME	*Regulations on Academic Reviews* (replaces *Regulations on Cyclical Academic Unit Reviews*)
Approving Body	Senate
Initial Approval Date	Senate - December 7, 2022
Date of last review	N/A
Date of next review	December 2027
Executive Sponsor	Provost and Executive Vice-President (Academic)

Related Documents	N/A

PART I – PURPOSE AND SCOPE

The purpose of the *Regulations* is to provide the framework under which academic reviews are conducted at McGill in order to align with the requirements of the Bureau de coopération interuniversitaire (BCI). These revised regulations serve to broaden the scope and types of reviews available to the Faculties from the Office of Academic Reviews (OAR).

PART II –CONTENT

Rationale

McGill has an obligation to conduct academic reviews to ensure quality and accountability and to comply with the Policy adopted by Quebec universities within the Bureau de coopération interuniversitaire (BCI, previously Conférence des recteurs et des principaux des universités du Québec [CREPUQ]) framework in September 2000. In keeping with McGill's commitment to excellence in research and in undergraduate and graduate teaching and program delivery, as judged by the highest international standards, there is a need for a procedure to assess the quality of our programs and academic units in relation to the teaching and research of the professors, as well as the student experience.

Academic reviews are possible for units, existing programs, and as applicable, research and/or teaching centres or facilities. New programs will also be reviewed five years after their launch. Reviews are tailored to the needs of Faculties, in consultation with Deans on an annual basis.

Review criteria

Each academic review (unit or program) is conducted by a committee, reporting to the Provost and Executive Vice-President (Academic) and the relevant Faculty Dean. The following criteria should be

addressed in the unit or program self-study document, as appropriate, as well as in the review committee's report. These criteria may be adapted to meet the needs of the Faculties.

1. Objectives, Priorities and Activities:
- The academic unit or program's objectives and priorities. A multi-year plan, including strategies for maintaining and/or further improving the performance of the unit or program and a consideration of whether current activities are the best means for achieving the unit or program's objectives.
- The relationship of these objectives and priorities to Faculty and University strategic plans. Strategies for ensuring alignment with Faculty and University priorities and plans.
- The unit or program's current strengths and areas for improvement.
- Degree of involvement of students and student groups in the unit or program's activities.

2. Research, Scholarship and Creative Work, as applicable (for unit reviews):
- Extent and quality of the unit's research, scholarship, and creative work (publications, research contracts, patents, etc.).
- Success in obtaining peer-reviewed external funding for research (as applicable), including collaborations and interdisciplinary research.
- Impact of research, as indicated by citations, honours and awards, and other evidence of recognized achievement.
- Involvement of members of the unit in external scholarly activities, such as professional journals and associations.
- Other contributions toward enhancing McGill's position as an internationally recognized, research-intensive institution.

3. Academic Programs, Teaching and Learning, as applicable
- Learning objectives of the unit or program.
- Quality of undergraduate and graduate programs, considered in light of learning goals and outcomes, enrolment trends, disciplinary trends, graduation rates, and other relevant performance indicators.
- Program Governance (for program reviews).
- Integration of research into the curriculum (for program reviews).
- Success of the unit or program in a) academic excellence (academic environment, promotion of internationalism and interdisciplinarity); b) focus on students (student-centred learning environment, scope and quality of advising); c) pedagogy (critical reasoning, inquiry-based pedagogy, experiential learning, professional training [where relevant], assessment strategies); and d) promotion of research at the undergraduate level
- Effectiveness of graduate teaching and supervision; nature and extent of graduate student funding; success rate regarding graduate student employment in the field.
- Student satisfaction, success, and overall performance

4. Alignment with broader University priorities, good governance, and community engagement:
- Demonstrated commitment to a respectful and inclusive learning and work environment
- Governance framework for decision-making in the program or unit is effective and collaborative
- Unit leadership is premised on transparency, accountability, openness, and trust
- Initiatives and contributions of the unit or program to institutional priorities such as commitment to equity, diversity, and inclusion, Indigenous initiatives, anti-Black racism, and

sustainability
- Contributions of the unit or program to relevant external communities, professional bodies, and disciplines.

Preparation of the self-study document

Each academic unit or program will prepare a self-study document. The head of the academic unit or program under review will be responsible for overseeing the preparation of the self-study and will ensure that the process is inclusive, involving academic and non-academic staff, as well as students.

In order to minimize workload and duplication, to the maximum extent possible, the self-study will draw on existing data and information.

Self-study documents should be concise and supporting documentation should take the form of appendices. The self-study (including appendices) is to be submitted in electronic format.

Timing and committee structure

Academic reviews, whether unit or program, will be conducted on different timelines, depending on the type of review and Faculty needs, but will be done at least once every 10 years. The review committee for a full review will normally consist of the following:
- the committee chair [from another Faculty, nominated by the Provost and Executive Vice-President (Academic) or delegate];
- at least two external members chosen from comparable academic units/programs in peer institutions;
- at least one McGill faculty member from a different unit normally within the same Faculty, who is not a member of the Faculty Administration, nominated by the Dean;
- at least one student member from a different unit, normally nominated by the relevant student society.

Full reviews will hold site visits, planning of which will be coordinated by the academic unit in collaboration with the Office of Academic Reviews. Faculties may opt for an internal, streamlined review and the composition of the committee will be determined in consultation with the Office of the Provost and Executive Vice-President (Academic), through the Office of Academic Reviews, and with the Faculty. All review committees normally include a Chair drawn from the academic staff from another Faculty or, in the case of program reviews, another Unit. Streamlined reviews do not normally include site visits.

The unit or program's self-study documentation is be submitted three weeks prior to the site visit.

The review committee will prepare a concise report, due no later than three weeks after the site visit. The report should align broadly to the review criteria (see above). Units or programs will provide action plans and implementation timelines based on the review committee report recommendations before the dossier is forwarded to the Dean and Provost and Executive Vice-President (Academic) for action. Outcomes of the reviews shall be reported to the Academic Policy Committee (APC) for follow up and to Senate for information.

Administration of the reviews

Reviews are overseen by the Office of Academic Reviews (OAR), which reports to the Associate Provost (Teaching and Academic Programs). Templates and other administrative procedures are available on the OAR website (http://www.mcgill.ca/aptap/oar).

PART III – AUTHORITY TO APPROVE PROCEDURES

The Provost and Executive Vice-President (Academic) or his delegate is vested with the authority to approve procedures as they relate to these *Regulations*.

PART IV – REVIEW

These *Regulations* shall be reviewed every five (5) years.

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<tr><td colspan="3">*Legislative History:*</td></tr>
<tr><td colspan="3">*Approved:*</td></tr>
<tr><td>Senate</td><td>December 7, 2022</td><td>Minute IB1</td></tr>
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