

Guide for Internal Reviewers

Undergraduate Program Review

Introduction

Internal Reviewers serve as a resource for external consultants with respect to the University's academic policies and program structures. They accompany external consultants during the site visit and provide to the Subcommittee on Program Review – Undergraduate (SUPR-U) a summary report of the external consultants' findings and recommendations. Internal Reviewers are not members of the academic program under review.

Preparation for the Site Visit

In preparation for the onsite visit by external consultants, Internal Reviewers may find it helpful to review **Section 4** of Western's Institutional Quality Assurance Process (IQAP), which outlines the cyclical program review process. Internal Reviewers will also be provided with the self-study prepared by the academic program under review.

Site Visit by External Consultants

Internal Reviewers participate in all aspects of the site visit by external consultants, including meetings with students, staff, faculty, and administrators. They provide external consultants with an institutional perspective on the review process, program structure and policies.

Internal Reviewer's Draft Final Assessment Report

Internal Reviewers will be provided with a draft final assessment report template (see [Appendix A](#)) to complete and submit to the Chair/Director of the program under review. The template is provided in a Word document format and includes a cover page, a table of contents, and a list of questions to be answered. The template is provided in a Word document format and includes a cover page, a table of contents, and a list of questions to be answered. The template is provided in a Word document format and includes a cover page, a table of contents, and a list of questions to be answered.

Recommendation of SUPR-U

The Internal Reviewer's draft Final Assessment Report is received by SUPR-U, and it informs the recommendation by SUPR-U to the Senate Committee on Academic Programs and Awards (SCAPA) with respect to program quality. The SUPR-U may revise the Final Assessment Report, and it decides the Evaluation (good quality, good quality with report, conditionally approved, not approved) of the program under review.

Relevant Documents

- Ontario Universities Council on Quality Assurance (Quality Council)
 - Quality Assurance Framework (QAF)
 - Guide to the Quality Assurance Framework
- University
 - Institutional Quality Assurance Process (IQAP)
 - Western Guide to Curriculum Review
 - Western's Modular Program Structure
- Academic Program
 - Self-study
 - External Consultants' Report
 - Response of the Chair/Director
 - Response of the Dean