



---

**ACADEMIC PROGRAM REVIEW**

---

<b>POLICY NUMBER</b>	<b>ED 8-4</b>
<b>APPROVAL DATE</b>	<b>JUNE 22, 2009</b>
<b>PREVIOUS AMENDMENT</b>	<b>FIRST VERSION</b>
<b>REVIEW DATE</b>	<b>JUNE 22, 2014</b>
<b>AUTHORITY</b>	<b>SENATE</b>
<b>PRIMARY CONTACT</b>	<b>PROVOST &amp; VICE-PRESIDENT, ACADEMIC</b>

**POLICY**

Reviews at Thompson Rivers University are undertaken for the purpose of quality assurance and program improvement, and are to be seen as formative and constructive. Reviews may identify present strengths and weaknesses of programs, encourage and recognize quality, suggest possible solutions to existing or anticipated problems, and promote constructive change. The program review provides the opportunity for reconsidering and refining the program's expected learning outcomes. Reviews are premised on the expectation that every program can be enhanced and that regular program evaluation is a major responsibility of Departments, Faculties and/or Schools. Self-appraisal is at the heart of the program review. However, the involvement of external, arm's-length consultants is also an essential part of the University's quality review and improvement process. All academic program reviews at Thompson Rivers University must incorporate the views of students, faculty, staff, and administrators.

All undergraduate and graduate academic degree, diploma, and certificate programs approved by the Senate of Thompson Rivers University must undergo a Program Review every seven years, in accordance with the procedures, guidelines and schedule associated with this policy.

---

**REGULATIONS****Jurisdiction**

The Senate Committee on Academic Planning and Policy (APPC) oversees the development and conduct of the Program Review policy and process. Responsibility for the overall administrative coordination of Program Reviews including scheduling of reviews within a 7-year cycle resides in the Office of the Provost and Vice-President Academic. In cases where the review includes Open Learning programs, the assessment will be carried out in cooperation with the Vice-President Open Learning. Responsibility for local coordination resides with the Dean and departments directing the program(s) under review.

## Scope

A program is a senate-approved sequence of courses or other components of study prescribed for the fulfillment of the requirements for a degree, diploma, or certificate. A program is considered to be the comprehensive body of study required to graduate with a degree, diploma, or certificate in a discipline or interdisciplinary field of study.

Departments that administer more than one program must conduct a full review of each. The Program Review process also applies to dual or joint programs, multi- or inter-disciplinary programs, and second-entry degree programs. Each program must be subject to a full review every seven years. Graduate programs are also subject to a full review every seven years, which includes an evaluation of supervisory qualifications and activities required to supervise graduate students.

The review process is designed to be flexible and responsive to the needs of academic programs. It is expected that cognate programs will normally undergo a joint (“cognate”) review. Departments assume primary responsibility for setting their agendas, and for recommending a list of appropriate externals. Final selection of the external consultants is the responsibility of the Provost and Vice-President Academic. Furthermore, departments will recommend the timing and format of site visits in consultation with the Provost and Vice-President Academic, and in cases where Open Learning programs are part of the review, the Vice-President Open Learning.

NO LONGER IN FORCE