

Queen's University Quality Assurance Processes Cyclical Program Review Guidance for Review Teams

Introduction

The purpose of this document is to outline the role of review teams in Cyclical Program Review, and provide guidance to reviewers. For any questions contact qugap@queensu.ca

The Cyclical Program Review of existing programs assessing the quality of existing academic programs, identifying ongoing improvement and ensuring continuing relevance of the program to students and other stakeholders. Program Review consists of the following elements:

- The selfstudy provides an internal perspective on institutional priorities and their alignment with program objectives and program level learning outcomes, program strengths and opportunities, and program goals for continuous improvement.
- The external review provides an external perspective on the programs and makes recommendations for continuous improvement.
- The internal responses to the external review address the recommendations and generate a plan for their implementation.
- The required program changes identified in the Implementation Plan become the basis of a continuous improvement process

Roles of External and Internal Reviewers

External reviewers are chosen because of their knowledge and standing in their field, and expertise in

- Creative practice and innovation.
- Program alignment with university priorities, such as [The Principal's Strategic Framework](#), academic integrity, and EDIAA.
- Academic alignment of program-level learning outcomes with degree-level expectations, modes of delivery, assessments, teaching activities, and program structure.
- Quality indicators such as program enrolments, retention rates, and graduation rates.

Program sustainability is evaluated in the following ways:

- Availability of qualified faculty to support the program, as well as support staff, financial resources, and physical resources (bearing in mind that decisions about faculty complement are made at the Faculty Dean level).
- Use of supporting services such as the library, Student Academic Success Services, Information Technology Services, and the Centre for Teaching and Learning.
- Effectiveness of plans to monitor program quality.

Reviewers should carefully consider programs' strengths and weaknesses as well as where and how improvements can be made. The Cyclical Program Review process is broad-based, reflective, and forward-looking: it focuses on where a program is now and where it will be in the next year. As with