

Process for Graduate Program Reviews

As noted in Section II of the Faculty of Graduate Studies Policies and Guidelines (passed by Senate on February 15, 2012, available at: <http://www.uwinnipeg.ca/index/cms-file-system-action/pdfs/graduate-studies/graduate%20studies%20website%20policy%20document.pdf>), it is the role of the Graduate Studies Committee to undertake a periodic review of all graduate programs.

Note: The JMP Programs follow the program review guidelines outlined in the Joint Senate Committee Governing Documents.

Terms for review:

Each graduate program shall be reviewed on a cycle of **five-seven years** as described in the process below.

Review Process:

1. The Dean of Graduate Studies (DGS) requests that the Graduate Program Committee (GPC) of the program to be reviewed complete a self-assessment study. (The template for such a self-assessment is available on the Graduate Studies website.)
2. The GPC includes recommendations for program reviewers at the time of the submission of the self-assessment study. The GPC recommends five reviewers external to the UW, from which the DGS will select two reviewers, and three reviewers internal to the UW (but external to the program being reviewed), from which the DGS will select one reviewer. **Three reviewers** in total will be invited to form the Review Committee.
3. The Graduate Program Committee Chair submits the completed self-assessment study and program reviewer recommendations to the Dean of Graduate Studies **six months** from the date of the original request of the DGS.
4. The Dean of Graduate Studies appoints both internal and external reviewers within **one month** of receipt of the self-assessment study.
5. The Dean of Graduate Studies requests a report from the relevant Area Dean, in which he or she is asked to comment on a) the strategic directions and priorities of the Faculty; and b) how the program under review fits into that context. The report of the Area Dean is due to the Dean of Graduate Studies **two weeks** from the date of request.
6. The Dean of Graduate Studies reviews the self-assessment study and the Area Dean's report, and requests further and/or clarifying information from the Graduate Program Chair **within two weeks** of receipt of the Area Dean's report.
7. The campus visit of reviewers normally occurs within **two months** of their appointment (step #4), and is normally scheduled to take place over one or two days.

8. The reviewers submit their report to the Dean of Graduate Studies **within six weeks** of the campus visit.
9. The Dean of Graduate Studies communicates the result of the review to the Graduate Program Committee Chair **within two weeks** of receipt of the report received in step #8.
10. The Graduate Program Committee Chair responds to the reviewers' report **within three months** of the results received in step #9 with a report to the Dean of Graduate Studies. Such a report should include indications of the process of communication and discussion of the reviewers' reports undertaken within the program, as well as the results of these consultations.
11. Implementation of the response will be negotiated and scheduled between the program and the Faculty of Graduate Studies.

Sample timeline:

December 1 – Request from the Dean of Graduate Studies to Graduate Program Committee Chair for the preparation of a self-assessment document

June 1 – Self-study report due from Program Chair to the Dean of Graduate Studies

June 15 – Area Dean's report submitted to the Dean of Graduate Studies

July 1 – Dean of Graduate Studies confirms appointment of reviewers

September 1 – Site visit of reviewers.

October 15 – Report of reviewers received by the Dean of Graduate Studies

November 1 – Communication of reviewers report to Graduate Program Committee Chair by the Dean of Graduate Studies

February 1 – Graduate Program Committee Chair responds to reviewer's report to the Dean of Graduate Studies