

# Brock University Academic Program - Cyclical Review Process Summary

## Two Years in Advance of the Program Review (e.g. during the **2023/24** academic year)

Jan 2024	Provost, in consultation with the Dean(s), shall confirm the programs to be reviewed.
Feb	Provost reports to Senate the Schedule of Program Reviews two years in advance of the site visits.
May	Initial Orientation with Unit Heads. Lead Author of Unit Self-Study identified.
Mar-Apr	Student Survey instruments developed by IPAP in consultation with Units.
May-Jun	Student Survey instruments for program finalized with IPAP.

## One Year in Advance of the Program Review (e.g. **2024/2025**)

Oct - Dec	Student Surveys administered by IPAP.
Oct	Main Orientation session for all Units scheduled for review in the next academic year on how to write the Self-Study. Unit begins work on the Self-Study.
Jan/Feb 2025	Self-Study development continues. IPAP uploads available reports/data regarding the surveys to the SharePoint site (for undergraduate programs)
Jan-Apr 2025	IPAP continues to post reports related to other topics (eg retention, graduation) to the SharePoint site.
Apr/May	ARC first readers assigned for review of draft Self-Study. IPAP uploads available reports/data regarding the surveys to the SharePoint site (for graduate programs)

## Year of Program Review (e.g. **2025/2026**)

May 2025	Self-Study development continues.
Jun-Oct	Draft Self-Study reviewed by ARC first reader.
Sep 1	Unit submits list of proposed reviewers (Reviewer Nominations), including a brief profile of each nominee, to the Office of the AVPA. Unit submits list of names of individuals in the Unit to be interviewed by the reviewers (Participants List) to the Office of the AVPA.
2 weeks	Reviewers ranked by Dean(s).
2 weeks	Provost selects reviewers in consultation with the Dean(s). Reviewers contacted by the Office of the AVPA and upon confirmation logistics for the site visit developed. Office of the AVPA sets up schedule for site visit.
Oct 15	Self-Study submitted to the Office of the AVPA.
Nov - Dec	ARC considers the Self-Study. Lead author and Dean(s) attend ARC meeting to discuss Self-Study. Identification of required revisions to the Self-Study, to be completed by Unit before re-submission to ARC. ARC approves Self-Study. On approval of the Self-Study, the membership of the Review Committee will be communicated to the Unit and the relevant Dean(s). Self-Study sent to Reviewers at least one month prior to site visit.

- Jan- Apr 2026 Internal Reviewer’s Orientation for preparation on their role on the Review Team held ahead of each site visit.  
 Site Visits held; timing dependent on Reviewers’ availability.  
 Reviewers’ Report submitted to the Office of the AVPA, 4 weeks after site visit. Timing varies for each Unit, depending on the date for the site visit.  
 Upon receipt, Reviewers’ Report is sent to the Unit, UPC and/or SGSC for response. (Responses due in 4 weeks).  
 Dean(s) provided with copy of Reviewers’ Report and the Unit, UPC and/or SGSC responses and asked for their response(s). (Response(s) due in 2 weeks).  
 Draft Final Assessment Report (FAR) developed, based on internal responses.  
 ARC considers Draft FAR. Dean(s) and Unit representative attend ARC meeting. Modifications/changes made to FAR as required.
- May-Dec 2026 Revised FAR considered by ARC, with Dean(s) and Unit representative attending the ARC meeting. Final edits made to FAR. Upon approval, ARC submits Final FAR to Senate for approval.
- Upon Approval FAR posted on the Provost website.
- Upon Approval FAR forwarded to Quality Council.
- June 2027 Report on program reviews sent to the Board of Trustees for information.

**One, two and three years after FAR Approval by Senate (e.g. 2027-2029)**

- April 1 2027, 2028, 2029 Dean submits Annual FAR Implementation Report(s) in each of 3 years.
- May-June FAR Implementation Reports reviewed by ARC.
- September ARC provides Annual Implementation Reports to Senate for information.  
 Annual Reports posted on Provost website.

**Four Years after FAR Approval by Senate (e.g. 2030)**

- Jan 31, 2030 Unit submits “Four-Year Report” on academic review to ARC.
- Apr-May ARC approves Four-Year Report.
- May-June Four-Year Report submitted to Senate for approval.
- Upon Approval Four-Year Report posted on the Provost website.
- Upon Approval Four-Year Report sent to Quality Council.
- June 2030 Four-Year Report sent to Board of Trustees for information.