

University of Prince Edward Island	Policy No:	Revision No: 1
Policy Title: Quality Management for Academic Units		Page: 1 of 4
Creation Date: 3 May 2000	Version Date: 11 March 2011	Review Date: No later than January 2018
Authority: Senate	Responsibility: Academic Review and Planning Committee	WWW Access:

1. Purpose

- a. To encourage reflection on the mission of the unit and achievement of that mission;
- b. To encourage planning and the identification of strategic directions;
- c. To improve teaching, learning, research and service;
- d. To promote accountability within the framework of university autonomy;
- e. To inform society about the activities of the University and its academic units.

2. Scope

- a. This policy applies to Schools, Faculties, the AVC and to Academic Departments and interdisciplinary programs within Schools, Faculties and the AVC and is to be carried out in conjunction with the Quality Management Guidelines for Academic Units.
- b. Where an academic unit comprises more than one discipline or significantly different academic programs (e.g., Sociology and Anthropology, Family and Nutritional Sciences) the review will normally include all academic programs run by that unit. However, an exception to this practice will be made when the unit and the responsible Dean and Vice President Academic believe that it would be more appropriate to review programs separately than together.
- c. Where an academic unit or a program is required to be accredited by a recognized external body the unit will not be required to follow procedures set out in this document. However, the purposes outlined in this policy and any elements required in the self-assessment that are not already a part of the accreditation self-study must be addressed in either the accreditation self-study or a companion document.

3. Responsibility

- a. The Senate Academic Review and Planning Committee (or another Committee named by Senate for this purpose) has overall responsibility for this policy. Administrative support for the policy will be provided by the Office of the Vice President Academic and, where applicable, the Atlantic Veterinary College.

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- b. The Senate Academic Review and Planning Committee will, from time to time, develop and report to Senate guidelines for the application of this policy.
- c. The Senate Academic Review and Planning Committee will establish a schedule for reviews and report this schedule to Senate from time to time.
- d. In April of each year, the Academic Review and Planning Committee will notify academic units that are to be reviewed during the following academic year and invite them to begin preparing for the review.
- e. The Vice President, Academic, will develop an annual budget for the application of this policy.
- f. The Vice President, Academic, will coordinate the production of statistical information needed to support the periodic reviews of academic units.
- g. The Academic Review and Planning Committee will report to Senate summaries of the results of reviews of academic units and the action plans developed by academic units as a result of the self-assessment and review processes.

4. **Policy**

- a. Each academic unit (interdisciplinary program coordinating committee, Department, Faculty, School) will review its activities and develop new plans at least once every seven years.
- b. Each review will comprise the following steps:
 - i. Self-assessment by the academic unit;
 - ii. Advice and comment from a team of advisors;
 - iii. Preparation of an action plan based on the self-assessment and advice.
- c. Self-assessments:
 - i. The purposes of the self-assessment are: to identify strategic options and directions for the unit in relation to the discipline or field of enquiry, the external community context facing the unit, the mission and goals of the University and, where applicable, the mission and goals of the relevant Faculty, School or AVC; to stimulate internal evaluation of quality and development of plans to improve quality; to prepare, internally, for site visits by external reviewers; to provide basic information that will be needed by the reviewers.

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- ii. For each area covered by the self-assessment, the unit should report: the current situation or practice; the unit's appraisal of the current situation or practice; the unit's assessment of strategic directions and proposed actions.
 - iii. The self-assessment should consider and report on the following topics:
 - (1) Fulfilment of mission: teaching; research and creative activity; professional and community service; the balance among these three sets of activities.
 - (2) Infrastructure and support: support staff; library; facilities (classrooms, laboratories, information technology, etc.); non-salary budget.
 - iv. In addition to the evaluative and planning components, self assessments should include statistical and other background information as set out in Guidelines reported periodically to Senate by the Academic Review and Planning Committee.
- d. Advisory team
- i. The advisory team will comprise two scholars from relevant units at other universities as well as one UPEI faculty member from a cognate discipline. In areas of greater breadth, there may be a need for more than two external scholars.
 - ii. The advisory team will be selected by the Vice President Academic in consultation with the Chair of the unit being reviewed and the responsible Dean, from among names suggested by the unit being reviewed.
 - iii. Each member of the advisory team will receive a copy of the self-assessment document.
 - iv. The advisory team, together or individually, will visit UPEI where they will examine the facilities and meet and interview relevant faculty, staff, administrators, students and if applicable external stakeholders.
 - v. The Senate Academic Review and Planning Committee will provide guidelines for the advisory team.
- e. Action plans
- i. In light of the self-assessment and the report(s) from the advisory team,

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the academic unit, working with ARPC, will develop a multi-year plan to outline strategic directions and to address identified shortcomings and recommendations.

- ii. ARPC will report back to the academic unit on the Action Plan.
- iii. The annual reports of the academic unit and of ARPC will comment on progress toward completion of the action plan.
- f. Schedule of activity:
 - i. April: notification (reminder) from ARPC to academic units to be reviewed during the following academic year.
 - ii. October 1: most recent department profile received.
 - iii. October 15: names of potential advisors to ARPC.
 - iv. November 1: invitations extended to advisors.
 - v. December 1: final version of self-assessment document due; copies delivered to advisors.
 - vi. January: advisors' site visits.
 - vii. March 1: advisors' reports received.
 - viii. April 1: action plan developed.
 - ix. TBA: Department annual report.
- g. There may be exceptional cases where the schedule of activities differs from that described above.
- h. Follow-up:
 - i. Department: each Department annual report will report on progress toward implementation of the action plan.
 - ii. ARPC: each annual report to Senate will report on actions taken to implement Action Plans.

5. **Review**

- (a) This policy will be reviewed at least every seven years by the Senate Academic Review and Planning Committee (or by another Committee named by Senate for this purpose).