

APPENDIX "A"

Self-Evaluation Report

In accordance with section 2.4 of the Academic Program Reviews Procedure, the unit head of a department or academic unit shall prepare in consultation with their colleagues a Self-Evaluation Report (SER).

The SER, informed by a template provided by the Provost and Vice-President (Academic), will include detailed information and reflection pertaining to the headings below.

The SER will consider data for the review period, defined as the last five (5) academic years prior to the review being initiated.

A.1 Overview of Academic Unit. This will include: a summary of academic program(s) under review, and high-level overview of the academic unit delivering the program(s) including goals and objectives and alignment with strategic plans and initiatives.

A.2 Staffing Complement. This will include: a description of academic staff and areas of expertise within the unit; an assessment of overall academic staff complement in relation to quality program delivery; a description and assessment of the participation and levels of support staff and technical staff in the delivery and/or administration of the academic program(s).

A.3 Academic Programs. This will include: a detailed description of each academic program under review including program requirements, program goals and objectives, and innovative features; an assessment of the extent to which the program responds to current or future needs.

A.4 Course Offerings and Instructional Activities. This will include: a detailed description of course offerings, including course content, assessment methods, and delivery modes; an assessment of course load distribution among academic staff; a summary of unit initiatives with respect to promoting teaching quality and effectiveness; a summary of other instructional activities within the unit including the role the unit may play in service teaching.

A.5 Students. This will include: an assessment of trends related to student enrolment, persistence, and graduation; a summary of major student awards/honours; information on employment and other post-graduate opportunities; a summary of notable unit resources and supports intended to promote student success.

A.6 Student Funding, Supervision, and Research. This will include detailed descriptions of: the availability and types of student funding and financial supports; supervision and other academic staff participation in student programs; and student research opportunities.

A.7 Library Resources, Physical Space, and Equipment. This will include descriptions of: library resources and supports in delivery of the program; physical space in which students pursue their programs of study/research; any specialized teaching/research equipment or resources required for program delivery.

A.8 Institutional Priorities and Initiatives. This will include descriptions of how the academic programs(s) contribute to broader institutional priorities and initiatives such as: Indigenous Achievement; Equity, Diversity, and Inclusion; Accessibility; any other items as identified from time-to-time by governing bodies or senior administration.

A.9 Strengths, Challenges, and Requests for Advice. This will include a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis of the program(s) under review, and will include identification of any specific issues on which advice is sought from the review team.