



APPENDIX "B"

Expectations of the Review Committee

In accordance with section 2.8 of the Academic Program Reviews Procedure, the Review Committee shall conduct a site visit in accordance with the following general guidelines:

- B.1** Site visits shall take place within twelve (12) weeks of the unit head's submission to the Provost and Vice-President (Academic) of the final Self-Evaluation Report.
- B.2** The Review Committee shall meet as a committee to conduct the site visit.
- B.3** The site visit shall be conducted over no less than one full day and no more than two full days.
- B.4** The Review Committee shall assess the program in accordance with the Assessment Guidelines outlined in Appendix C.
- B.5** The Review Committee shall meet with relevant Dean(s)/Director(s), the unit head, academic and support staff associated with the program, and students in the program. The Review Committee will also meet with the Provost and Vice-President (Academic), or delegate, the Vice-President (Research & International) or delegate, and the Dean of the Faculty of Graduate Studies, or delegate, where appropriate.
- B.6** The Review Committee shall submit its Review Report to the Provost and Vice-President (Academic) within four weeks of the site visit.
- B.7** Site visit expenses (travel, meals, lodging) paid by the Review Committee shall be reimbursed as soon as possible following completion of the site visit, and an agreed upon honorarium will be paid to external Review Committee members upon receipt of the Review Report by the Provost and Vice-President (Academic).