# TEMPLATE

# Academic Unit and Decanal Internal Responses to the Review Team Report

## Instructions

Within **two (2) months of receiving the Review Team Report**, the Academic Unit that produced the Self-Study (Chair/Director/Coordinator in consultation with their faculty and staff colleagues) and the relevant Dean(s) will **prepare separate Internal Responses** to the Review Team Report.

Each of the Internal Responses (from the Academic Unit and the Dean(s)) are required to address the following:

* The plans and recommendations proposed in the Self-Study report;
* The recommendations advanced by the Review Team in its report;
* The program’s response to the Review Team Report including clarifications or corrections of statements contained in the Review Team Report, and agreement and/or disagreement with specific comments made by the Review Team and/or with their recommendations.

In addition, the Internal Responses shall describe:

* Any changes in organization, policy or governance that would be necessary to meet the recommendations;
* The resources, financial and otherwise, that would be provided in supporting the implementation of selected recommendations; and
* A proposed timeline for the implementation of any of those recommendations. The response may also address how recommendations should be implemented.

Step 1: Academic Units are required to discuss their response to the Review Team Report

with the relevant Dean(s), and complete their response within this template. The Academic Unit’s Internal Response is then forwarded to their Academic Dean, and copied to the Office of the Deputy Provost.

Step 2: The Academic Dean responds to each Review Team recommendation and the

Academic Unit’s response, and then forwards the completed report to the Graduate Studies Dean (if a graduate program review), copying the Office of the Deputy Provost.

Step 3: If a graduate program review, the Graduate Studies Dean responds to each Review

Team recommendation and the Unit’s response, and then forwards the completed report to the Office of the Deputy Provost.

Step 4: The Deputy Provost will then review the responses for completion and begin

drafting the Final Assessment Report and Implementation plan as described in Section 6.6 of the IQAP.

## *The following template has been created for the Academic Unit and Dean(s) responses to the Report:*



**QUALITY ASSURANCE**

**CYCLICAL PROGRAM REVIEW**

for the [*Undergraduate and/or Graduate][Department/School*] Programs

# Internal Responses to the Review Team Report

Academic Unit Response

Name:

Title:

Date submitted:

**This report is submitted to the Deputy Provost and copied to Faculty Dean & Dean of Graduate Studies (if applicable)**

Academic Dean Response

Name:

Title:

Date submitted:

**This report is submitted to the Deputy Provost and Dean of Graduate Studies (if applicable)**

Graduate Studies Dean Response (if applicable)

Name:

Title:

Date submitted:

**This report is submitted to the Deputy Provost and Academic Dean**

**1. Plans and recommendations proposed in the Self-Study report**

Provide a brief summary

Academic Unit response:

Academic Dean response:

Dean of Graduate Studies response:

**2. Clarifications or corrections of statements contained in the Review Team Report**:

Provide brief clarification points

Academic Unit response:

Academic Dean response:

Dean of Graduate Studies response:

**3. Recommendations advanced by the Review Team in its report**:

**Recommendation #1: [copied verbatim]**

Academic Unit response:

a) Agree/Disagree with the Recommendation

If the Department disagrees, provide rationale.

If the Department agrees with the Recommendation, then;

b) Changes in Organization

*if applicable, describe any changes in organization, policy or governance that would be necessary to meet the recommendation*

c) Resources

*if applicable, describe the resources, financial and otherwise, that would be provided in supporting the implementation of the recommendation*

d) Proposed Timeline

*if applicable, provide a proposed timeline for the implementation for the recommendation. The response may also address how recommendations should be implemented.* *This will be utilized to create the required implementation plan, developed once reports are completed by the Academic Unit and the Dean(s).*

Academic Dean response:

Dean of Graduate Studies response:

**Recommendation #2: [copied verbatim]**

Academic Unit response:

a) Agree/Disagree with the Recommendation

If the Department disagrees, provide rationale.

If the Department agrees with the Recommendation, then;

b) Changes in Organization

*if applicable, describe any changes in organization, policy or governance that would be necessary to meet the recommendation*

c) Resources

*if applicable, describe the resources, financial and otherwise, that would be provided in supporting the implementation of the recommendation*

d) Proposed Timeline

*if applicable, provide a proposed timeline for the implementation for the recommendation. The response may also address how recommendations should be implemented. This will be utilized to create the required implementation plan, developed once reports are completed by the Academic Unit and the Dean(s).*

Academic Dean response:

Dean of Graduate Studies response:

**Recommendation #3: [copied verbatim]**

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