

## Academic Unit Review Time Frame (as per policy [OPS-130-005](#))

EXTERNAL REVIEW		
MONTH	CCAM / PROVOST’S OFFICE	UNIT
September/October	Initial meeting between the Associate Vice-President-Academic (AVP-A), Dean of the faculty, and department head where relevant, to review the responsibilities of the unit and the Provost’s Office	
		Submit six names of potential external reviewers and suggest two names for internal reviewer to the AVP-A
November/December	Coordinate site visit and make travel arrangements	Compile self-study
January		
		Submit self-study
February/March	Send letters to individuals, groups, etc. requesting input into unit review	Provide contact list of individuals or groups who may be interested in providing input into unit review
	Develop itinerary and site visit schedule for external reviewers (at least 2 weeks before the site visit to the extent possible)	Develop site visit schedule in collaboration with the AVP-A
	Send notice of site visit to the university community inviting input (4 and 2 weeks prior to the site visit)	
March/April	Send the itinerary and site visit schedule to review team members (minimum 2 days in advance)	
	Site visit	
May		

June	Unit review report received by the AVP-A from the chair of review team AVP-A shares the report with CCAM and the unit	
July-September		Unit prepares a written response to the review report
October/November	CCAM meets with the unit leadership to discuss the review report and the unit's response to the review report	Unit submits its written response to the review report to the Provost's Office and CCAM at least two weeks in advance of the meeting with CCAM
18 months	The Provost's Office/CCAM may request further information and want to meet with the unit following the unit's 18 month-follow up report	Within 18 months following the completion of the review team's report, submit a brief follow-up report on the implementation of the agreed review recommendations using the CCAM template
5 years		Submit 5-year final written report summarizing the results of the review and original initiatives undertaken in response to the review recommendations.

INTERNAL REVIEW		
MONTH	CCAM / PROVOST'S OFFICE	UNIT
5-year end since the start date of the last external review	CCAM considers the Dean's or the Provost's recommendation regarding an internal review	<p>SWOT analysis factors in to whether the unit would ask for an internal review instead of an external review in the next 7-year academic unit review cycle</p> <p>Consultation with the Dean or Provost, as the case may be, if the unit wants an internal review</p> <p>If agreed by the Dean or Provost, the Dean or Provost makes a recommendation to CCAM to accept an internal review for the unit</p>
<p>7-years since the last external review</p> <p>A new academic unit review cycle</p>		
September/October		<p>If there is an agreement for an internal review, the unit prepares a SWOT analysis report and sends names of four nominees for the review team. AVP-A creates an internal review team.</p> <p>If the review is an external review, follow the same external review process outlined above.</p>
November		The unit submits the SWOT analysis report for the internal review team.

January	Review report received by the AVP-A from the internal review team AVP-A shares the report with CCAM and the unit	
February/March		Unit submits to CCAM its written response to the review
April/June	CCAM discusses the review report and may request a meeting with the unit. CCAM may also make recommendations based on the review report.	