

Academic Reviews
Reports from Academic Support Services

As part of the academic review process, formal reports are required from three specific academic support services: the Library, Information Technology Services (ITS) and the Centre for Pedagogical Innovation (CPI). This document is intended to expand upon the instructions provided in the Self Study Manual (pp. 8-9) and to provide guidance to both the units undergoing review and the three agencies noted above.

In December of each year, the Office of the Vice-Provost holds an orientation session for the lead authors of those units undergoing review the next year. By the end of the following January, each of the three academic support services will provide each lead author with a draft report concerning the resources and services available to his/her unit. This draft report will:

- a) highlight (briefly) the resources and services normally available to all units; and
- b) report on any unique or extraordinary resources and/or services used by the unit (if known).

The lead authors will be invited to meet with representatives of the three support services in order to discuss the contents of the draft reports and any possible modifications or additions.

Subsequently, either:

- a) the draft report is used in the unit's self study (without amendments), or
- b) the support service provides a revised draft, or
- c) the lead author incorporates an amended version of the draft report in the self study.

Please note that the unit is asked to provide "analysis and comment" on each report. Thus, responsibility for the final content of the appropriate section of the self study lies with the lead author. It is anticipated, however, that the lead author will provide each support service with a copy of the appropriate section before the self study is submitted to ARC for approval.

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