Brock University
Cyclical Academic Review
Timeline and Process Summary

Two Years in Advance of the Site Visit (e.g Academic Year 2012/2013)

Jan (2013)	• Provost, in consultation with the Dean(s), shall confirm the programs to be reviewed
Feb	• Provost reports to Senate the Schedule of Program Reviews for upcoming academic year
Mar	• Unit Heads of confirmed programs contacted • Lead Author of Unit Self Study identified
Mar - Apr	• Student Survey instruments developed by Institutional Analysis and Planning (IA&P) in consultation with Unit

One Year in Advance of the Site Visit (e.g. Academic Year 2013/2014)

May - Jun (2013)	• Student Survey instruments for program finalized with IA&P
Oct – Nov	• Student Surveys administered by IA&P
Oct	• Orientation session for all units scheduled for review in next academic year • Unit begins work on the Self Study
Nov	• IA&P provides unit with current and historical data as a starting point for development of the Self Study
Jan (2014)	• IA&P provides Unit with student survey results • Self Study development continues • IA&P forwards additional data as available
Apr	• ARC readers assigned for review of draft Self Study

Year of Site Visit (e.g. Academic Year 2014/2015)

May (2014)	• Self Study development continues
Jun - Oct	• Draft Self Study reviewed by ARC reader
Sep 1	• Unit submits list of proposed reviewers, including a brief profile of each nominee, to the Office of the Associate Vice-President, Academic (AVPA) • Unit submits list of names of those individuals to be interviewed by the reviewers to the Office of the AVPA
2 weeks	• Reviewers ranked by Dean(s)
2 weeks	• Provost selects reviewers in consultation with the Dean(s)

	• Reviewers contacted by the Office of the AVPA and upon confirmation of acceptance, logistics for the site visit developed • Office of the AVPA organizes all aspects of the site visit
Oct 15	• Self Study submitted to the Office of the AVPA who forwards it to the Dean(s) for review • ARC considers the Self Study • Lead Author and Dean(s) attend ARC meeting where Self Study is discussed • Identification of required changes/additions/modifications to be completed by Unit before re-submission to ARC • ARC approves Self Study
	• Self Study sent to Reviewers
Nov	• Internal Reviewers Orientation
Jan – Apr (2015)	• Site Visit (timing dependent on reviewers' availability)
	• Reviewers' Report submitted to the Office of the AVPA (4 weeks after site visit)
	• Upon receipt, Reviewers' Report is sent to the Unit, UPC and/or SGSC for response (Responses due 4 weeks after receipt) • Dean(s) provided with copy of Reviewers' Report (Timing varies for each unit, dependent on date for the site visit)
	• Dean(s) responds to Reviewers' Report upon receipt of Unit and UPC/SGSC responses
	• First Draft of FAR developed, based on internal responses
	• ARC considers First Draft of FAR (Dean(s) and Unit representative attend ARC meeting) • Modifications/changes made to the draft FAR

1st Year following Site Visit (e.g. Academic Year 2015/2016)

May – Dec (2015)	• Second Draft of FAR considered by ARC (Dean(s) and Unit representative attend ARC meeting) • Modifications/changes made to the draft FAR • Third Draft of FAR circulated to Unit, Dean(s) and other units (if mentioned in implementation plan) for final comment • Final revisions made to the FAR • ARC approves FAR • FAR submitted to Senate for approval
Upon Approval	• FAR posted on the VP, Academic website
Upon Approval	• FAR forwarded to Quality Council for information
Jun (2016)	• Report on Program Reviews sent to the Board of Trustees for information

One, two and three years after FAR Approval by Senate

Apr 15 (2016, 2017, 2018)	• Dean submits Annual FAR Implementation report
May @ year	• Annual Implementation Reports reviewed by ARC
May – Jun @ year	• ARC reports annually to Senate on Status of Implementation of FARs

Four Years after FAR Approval by Senate (e.g. Academic Year 2019/2020)

Apr 15 (2019)	• Unit submits "Four-Year Report" on academic review to ARC
Apr - May	• ARC approves Four-Year Report
May - Jun	• Four-Year Report submitted to Senate for Approval
Upon Approval	• Four-Year Report posted on the VP, Academic website
Upon Approval	• Four-Year Report sent to Quality Council for information
Jun (2019)	• Four-Year Report sent to Board Of Trustees for information