



University of  
**Lethbridge**

*Academic Quality Assurance*

## **[Program or Unit Name]: External Review Report**

[Date]

Prepared by:

**[External reviewer names, Institution]**

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## **1. Overview**

- A summary assessment of the program and recommendations for improvement.

## **2. Process**

- The details of the process used to conduct the external review, including individuals involved, interviews conducted, and other activities.

## **3. Curricula and Learning Environment**

- How the program's curricula and learning environments meet disciplinary and institutional standards. The effectiveness of program learning outcomes and the assessment of these learning outcomes.

## **4. Faculty and Staff**

- Analysis of academic and program support staff related to program or unit academic quality. The roles of visiting scholars, adjunct faculty, and graduate teaching assistants.
- Professional development activities.
- Faculty and staff evaluation methods and evidence of faculty and staff effectiveness.

## **5. Students**

- Analysis and discussion of: admission standards and procedures; student retention and graduation; student satisfaction; and graduate employment and other post graduation activities.
- How the student learning outcomes align with the objectives of the program and the Mission, Vision, and Fundamental Principles of the University.

## **6. Resources Planning**

- Analysis of the adequacy of program resources, including technology.
- Analysis of the support the program receives for its students in the areas of academic and career planning.

NOTE: Quality assurance reviews are not meant to emphasize adding resources or expanding the academic unit or program. Rather the External Review Report should focus on recommendations for best achieving quality programming aligned with available resources. The External Review Report can and should also recommend priorities should resources come available.

## **7. Research and Scholarship**

- Analysis of the research and scholarly activity of faculty members in the program and how it relates to teaching and learning in the program.

## **8. Degree Recognition**

- Discussion of how the degrees awarded are recognized for further study or employment.

## **9. Recommendations and Commendations**

- Recommendations for the continued improvement of the program or unit.
- Commentary on what the program or unit is currently doing well.