

Site Visit Guidelines for New Programs

External reviews of new undergraduate degrees, undergraduate specializations or majors (where no similar specialist/major has been approved) and graduate degrees are a requirement of the QAF and will normally be conducted following approval of proposals by the Curriculum Committee of Faculty Councils but before consideration of the proposals by Faculty Councils. External review of new graduate program proposals requires an on-site visit. External review of new undergraduate program proposals will normally be conducted on-site, but may be conducted by desk audit, video-conference or an equivalent method if the external reviewer is satisfied that the off-site option is acceptable. The Vice Provost Academic is responsible for commissioning the initial external appraisal of proposed new degree programs in consultation with the Faculty(ies)/units.

After the date of the site visit is confirmed by the Office of the Vice Provost Academic, the program proponent(s) under review are responsible for arranging the site visit schedule and providing the itinerary to the reviewers prior to commencement of the site visit. The reviewers should visit together and attend all relevant campuses. During their visit, provisions must be made for the reviewers to meet with:

- faculty,
- the relevant Dean(s)/Principal,
- the Vice Provost Academic, and
- the Associate VP Graduate/FGS Dean for reviews involving a graduate program.

Where possible, potential students may be consulted about the new program that is being proposed.

The Office of the Vice Provost Academic is responsible for contacting the external reviewers with respect to travel, accommodation, honoraria, travel expenses, etc.