

External Reviewer for Program Review (QIPR)	
Policy: Program Quality Assurance	
Category: Academic	Approval Date: January 9, 2020
Procedure Owner: Academic Policy Committee	Effective Date: January 1, 2020
Procedure Administrator: Quality Improvement of Programs Committee	Review Period: 5 Years
Associated Procedures Documents: <ul style="list-style-type: none"> • Credit Program Review (QIPR) • Quality Improvement Program Review Self-Study Outline • External Reviewer Report Outline • External Reviewer Contract – Certificate, Diploma, and University Transfer Programs • External Reviewer Recommendation • External Review Invitation Email • Follow-Up Email to External Reviewer • External Reviewer Site Visit Guide • Provision of Self-Study and Curriculum Documentation to External Reviewer Email 	

PURPOSE

To outline the steps to engage an external reviewer in a Quality Improvement Program Review.

PROCEDURE

1. The Associate Dean identifies the best candidate for an External Reviewer in consultation with the QIPR Steering Committee. It is recommended that the External Reviewer does not have previous or current affiliation with RDC or the program under review (see External Reviewer Recommendation).
2. The Associate Dean contacts the selected External Reviewer via email using the External Review Invitation Email. Ensure to attach the following documents to the invitation email:
 - a. Program Quality Assurance Policy
 - b. Credit Program Review (QIPR) Procedures
 - c. External Reviewer Report Outline
 - d. External Reviewer Site Visit Guide
3. Once the selected External Reviewer accepts the position, the Associate Dean contacts the Dean of Teaching, Learning & Research so a contract can be prepared. A signed

contract from the Dean of Teaching, Learning & Research will be sent to the External Reviewer.

4. The Associate Dean coordinates date(s) for the site visit and informs the Dean of Teaching, Learning & Research to coordinate travel arrangements.
5. After receiving the contract, the Associate Dean sends the Follow-up Email to the External Reviewer to inform the External Reviewer about when they can expect to receive the program's Self-Study and Curriculum documentation and who from their School will be contacting them to set up the site visit meetings. This email should be sent right after receiving the signed contract.
6. Using the Provision of Self-Study and Curriculum Documentation to External Reviewer Email, the Associate Dean sends the External Reviewer the program's approved Self-Study report and the Curriculum documentation (curriculum elements and outcomes map) (see QIPR Procedures). This email should be sent at least one month prior to the site visit to allow the External Reviewer time to prepare.
7. The Associate Dean and the Steering Committee prepare for the External Reviewer site visit using the External Reviewer Site Visit Guide as a starting point. Once finalized, the site visit schedule is emailed to the External Reviewer to communicate which groups the Steering Committee expects them to meet with during their site visit.
8. Within 4 weeks of the site visit, the External Reviewer submits their External Reviewer Report to the Dean, Teaching, Learning and Research, and the Associate Dean.
9. The Steering Committee may seek additional clarification on the reviewer's report through the Co-Chairs of QIPC.
10. Once the External Reviewer Report has been received and is completed to the satisfaction of the QIPC Co-Chairs in consultation with the Associate Dean, Teaching, Learning & Research staff will start the payment process for the External Reviewer.

RELATED POLICIES

[Credit Program Suspension, Cancellation, and Reinstatement Policy](#)

[Non-Credit Programming Policy](#)