

***The intent of this document is to provide leaders of the unit/program with an overview of their responsibilities and next steps subsequent to receiving the External Review Report from the external review members as part of the Academic Program Review process.***

## THE EXTERNAL REVIEW REPORT

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The final stage of the Academic Program Review process involving the review team is the issuance of the review report. The External Review Report is written by the external reviewers<sup>1</sup> at the conclusion of all stakeholder meetings and analysis of self-study and other related information. The report is intended to provide an assessment of program quality and recommendations for program enhancement. The report is initially distributed to the Dean (or Director) and department leaders (for departmentalized colleges) for response. The report and response are then made available to the Deputy Provost, the Dean of the College of Graduate and Postdoctoral Studies (CGPS), and a summary of results to the Academic Programs Committee (APC) of University Council as part of an annual update to APC.

## COLLEGE/SCHOOL/DEPARTMENT RESPONSE TO THE REPORT

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Upon receipt of the report, it is incumbent upon the college/school that manages the program to provide a written response addressing each recommendation for improvement along with an action plan for implementation of the recommendations (if the college/school agrees with the recommendation and is willing/able to pursue it). The written response is to be finalized 30 days after receiving the report.

For departmentalized colleges, the department/program leaders would be responsible for drafting the response to each recommendation. Once this phase is completed, the response document is then provided to the Dean. The Dean is responsible for providing any additional commentary about the report and departmental response in addition to articulating a comprehensive action plan (with specific timelines) to which the review recommendations would be implemented. Development of the Dean's response may involve close consultation with the department leaders, program chairs, associate deans, and perhaps the Dean of CGPS.

For non-departmentalized colleges, the Dean is responsible for a consolidated response that includes responding to each recommendation along with the articulation of an overall action plan (with specific timelines) to which the review recommendations would be implemented. Development of the Dean's response may involve close consultation with associate deans and perhaps the Dean of CGPS.

Once completed and signed-off by the Dean (or Director), the response will then accompany the report and be shared with the Deputy Provost, Dean of CGPS, and summarized in an annual update to APC. A primary responsibility of the Dean (or Director) is to present and discuss the program review results and action plan with the Deputy Provost.

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<sup>1</sup> The review report is authored by the external reviewers only. The internal reviewer is not involved in writing the report but may provide insight and context to the external reviewers as the report is developed.

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## THE ACTION PLAN

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The Dean (or Director, and/or Department Head) are responsible for the implementation of the action plan. Updates on progress will be provided to the Deputy Provost and shared with APC, typically within two years after the completion of the review. Depending on review outcomes, the Deputy Provost may request that the first update be provided within a shorter time frame.

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## SUPPORT

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The Office of the Provost and VP Academic (Office of the PVPA) is available to guide the Dean (or Director, and/or Department Head) through the report response stage of the Academic Program Review process. As well, after the action plan has been communicated by the Dean (or Director) to the Deputy Provost, the Office of the PVPA (on behalf of the Deputy Provost) will work with the Dean (or Director) to begin tracking progress on the implementation of the plan on a periodic basis. The Office of the PVPA will provide support on the timelines and content required to report on progress.

The Office of Teaching and Learning (TL), including the Gwenna Moss Centre for Teaching and Learning (GMCTL), is available to support the Dean (or Director, and/or Department Head) during the report response process by offering assistance with the formulation of responses to the recommendations and drafting the action plan for implementation. As well, TL is available to work with the unit to implement enhancements related to teaching and learning (e.g. curriculum development, assessment, and professional development) and can provide advice on the financial supports that may be available to fund program enhancement activities.

For support or questions relating to the Academic Program Review process, action plan development, and reporting on progress, please contact:

Troy Harkot (Chief Analytics Officer, Office of the Provost and VP Academic)  
306-966-2357  
[troy.harkot@usask.ca](mailto:troy.harkot@usask.ca)

For support or guidance on the development of responses to recommendations and implementing the action plan, please contact:

Nancy Turner (Interim Associate Provost, Teaching Innovation & Strategic Initiatives)  
306-966-1804  
[nancy.turner@usask.ca](mailto:nancy.turner@usask.ca)