

External Review Checklist

Last revised: December 2020

Completed	Date to complete by	Task	Assigned to
<input type="checkbox"/>	January	The AVPAP advises deans of departmentalized and non-departmentalized academic faculties, chairs and directors about external reviews scheduled in the following academic year. The academic unit or program strikes an internal committee to produce the self-study report. The unit may begin the report whenever it deems suitable to be ready to submit the report 8 weeks prior to the site visit.	Associate Vice-President Academic Planning and Special Projects Assistant, Academic Planning
<input type="checkbox"/>	Spring	<p>The academic unit or program will submit the following to the Dean who will then forward the following to the AVPAP.</p> <ol style="list-style-type: none"> List of between 5-10 proposed reviewers, to fill the two external and one internal reviewer role(s). The internal candidate should be from outside of the faculty or administrative unit. Please include each proposed reviewer's: <ol style="list-style-type: none"> mailing address contact information (email, phone) short academic bio. Three potential date ranges suitable for a two to three day site visit. 	Dean of Faculty (in consultation with the Chair/Director of the Department/School)
<input type="checkbox"/>	Spring	The chair should identify to the Office of the AVPAP a department administrative assistant or coordinator to support the external review process.	Chair/Director of the Department/School

<input type="checkbox"/>	Within a week of receiving list	The AVPAP will select from the list of proposed reviewer candidates and contact candidates to determine their interest and availability to participate in the review process. The AVPAP will appoint one of the external reviewer candidates to act as chair of the review committee.	Associate Vice-President Academic Planning
<input type="checkbox"/>	Once the review committee is confirmed	Once the reviewers have confirmed participation, the Special Projects Assistant, Academic Planning will inform the department chair and department administrative assistant of the review committee membership and confirm the dates of the external review.	Special Projects Assistant, Academic Planning
<input type="checkbox"/>	Once the review committee is confirmed	The AVPAP sends a formal letter of invitation to each reviewer along with a link to the Connect site containing the external review AC1145 policy and related documents.	Associate Vice-President Academic Planning
<input type="checkbox"/>	Minimum 8 weeks from external review site visit	The academic unit chair submits the self-study report by email to the Dean for review.	Chair/Director of the Department/School
<input type="checkbox"/>	Minimum 6 weeks from external review site visit	The Dean forwards the self-study report to the AVPAP (CC Special Project Assistant, Academic Planning and copy to the chair of the academic unit) for approval.	Dean of the Faculty
<input type="checkbox"/>	Minimum 6-8 weeks from external review site visit	<p>The department administrative assistant coordinates with the chair, dean's office, and Special Project Assistant, Academic Planning to complete a draft visit itinerary. See the sample itinerary for more information. Once the draft is completed, it is sent to the Special Projects Assistant, Academic Planning for approval from the AVPAP.</p> <ol style="list-style-type: none"> 1. The itinerary is developed and scheduling is done by the academic unit. It should include 30 minute meetings with each of the Dean of Graduate Studies and the Vice-President Research (or designate). There should be multiple opportunities for the review team to meet with students, including designated meetings for undergraduate and graduate students. Units should designate representatives from both the undergraduate and graduate student levels to act as contact people for both bodies of students. The unit should send the representatives' contact information to the Office of the AVPAP via the Special Projects Assistant. 	Department Administrative Assistant (in consultation with Dean's Assistant and Special Projects Assistant, Academic Planning)

		<p>2. Scheduled by the Special Projects Assistant, Academic Planning, the AVPAP meets (30 minutes) with the External Review Committee as a designate of the Provost at the beginning of the site visit and again at the end of the visit (30 minutes). The exit meeting will also include the Dean of Graduate Studies and the Dean of the Faculty. These two meetings are scheduled as soon as the site-visit dates have been confirmed. These meetings are mandatory and cannot be adjusted in the schedule without prior approval.</p> <p>3. The VPAC office will cover expenses for one lunch with up to three faculty members plus the reviewers (up to \$25 per person) on the first day and for a reviewers' working lunch on the second day. A list of lunch attendees is to be sent to the Special Projects Assistant, Academic Planning. If the lunches are held at the UClub, the Academic Planning membership code, V069, should be used.</p> <p>4. The VPAC office will also cover one dinner on the first day and is intended to be a working dinner for the reviewers only. Each reviewer should claim their own expenses only.</p> <p style="padding-left: 40px;">a. NOTE: The university does not cover the cost of alcohol. If the reviewers do have alcohol with their meal, they may claim reimbursement in the incidental column of the travel reimbursement for up to \$20.00. No receipts or explanations are required. See section 42.00 of the Travel and Business Expenses Policy (FM5610) for more information.</p> <p>5. The itinerary is forwarded to Special Projects Assistant, Academic Planning for AVPAP approval.</p>	
□	At least 8 weeks from external review site visit	<p>The department administrative assistant books travel and hotel arrangements for the two external reviewers via Direct Travel. Note that Direct Travel must be used for non-employee flights, but can also assist with car rentals and hotels if required. See the UVic Travel Program for more information.</p>	Department Administrative Assistant

		<ol style="list-style-type: none"> 1. Once travel options have been chosen, the Non-employee Travel Request Form is completed by the department and forwarded to the Special Projects Assistant, Academic Planning for approval. Once approved, it will be forwarded to Purchasing. 2. The department administrative assistant completes a WebReq for the flights and forwarded to the Special Projects Assistant, Academic Planning for approval. 3. The chair/director's office is responsible for making accommodation arrangements, which must be at the government or CAUBO rate. The Hotel Reservation and Authorization Form is completed, forwarded to the Special Projects Assistant, Academic Planning for completion of the account code and signature. The Special Projects Assistant, Academic Planning will scan the signed form to the Purchasing department. Only room and room taxes are billed to UVic. The reviewer pays all other hotel charges, with appropriate items submitted for reimbursement. 4. External Review Committee members submit their travel expenses to the chair/director's office. The travel expenses must include itemized receipts or be accompanied by a Missing Receipt Declaration form. The travel reimbursement form and original itemized receipts are forwarded to the Special Projects Assistant, Academic Planning for coding and approval. 	
<input type="checkbox"/>	4-6 weeks from external review site visit	Once the self-study report is approved, the Special Projects Assistant, Academic Planning will upload the self-study and itinerary to the Connect folder and email the Connect folder link to reviewers.	Special Projects Assistant, Academic Planning
<input type="checkbox"/>	4-6 weeks from external review site visit	The Special Projects Assistant, Academic Planning will email the Connect folder link containing the external review resources to the Provost, AVPAP, AVP Research, Dean of Graduate Studies, and Dean of Faculty.	Special Projects Assistant, Academic Planning
<input type="checkbox"/>	2 weeks before review site visit	AVPAP will contact the student representatives to send key information and provide welcome.	Associate Vice-President Academic Planning

<input type="checkbox"/>	2-5 days before review site visit	AVPAP will contact the review committee to resend key visit information and provide welcome.	Associate Vice-President Academic Planning
<input type="checkbox"/>	During review site visit	The department or dean's office will provide a lockable room with chairs and tables as work space for review committee members to store personal belongings and gain refreshment.	Chair/Director of the Department/School and/or Dean's office
<input type="checkbox"/>	During review site visit	During the process of the external review, the members of the review committee have a duty and responsibility to provide fair, impartial, honest, and unbiased opinions and analyses of the Academic Unit undergoing the review. While interactions with the academic unit are anticipated to be friendly and cordial, please refrain from holding social events as they may be perceived to influence the objectivity or independence of the external review.	Review committee members
<input type="checkbox"/>	First day of review site visit	Internal review committee member will act as a host and meet/welcome external members and show them to their first meeting with the AVPAP.	Internal review committee member
<input type="checkbox"/>	Last day of review site visit	Review committee will meet with the AVPAP, the Faculty Dean, and Dean of Graduate Studies.	Review committee members
<input type="checkbox"/>	After review site visit	The AVPAP will send the review team a thank you note outlining timeline for receiving review and paperwork.	Associate Vice-President Academic Planning
<input type="checkbox"/>	8-10 weeks after review site visit	The External Review Committee submits a final report to the AVPAP and Provost, which is then forwarded by the AVPAP to the Dean of the Faculty, chair or director, Dean of Graduate Studies, and Vice-President Research.	Review committee chair AVPAP (via Special Project Assistant Academic Planning)
<input type="checkbox"/>	After submission of final report	The AVPAP requisitions one honoraria payment per reviewer upon submission of the final report by the External Review Committee. Review committee members will contact Special Projects Assistant, Academic Planning to provide the following in order for their honorarium to be processed: 1. SIN number 2. Home address	Review committee members

<input type="checkbox"/>	6-8 weeks after receiving the final report	Following receipt of the final report, the chair/director completes a response along with the Action Plan document and sends them to the Faculty Dean for review. The Dean completes a separate response.	Chair/Director of the Department/School and Faculty Dean
<input type="checkbox"/>	Within 12 weeks after receiving the final report	The Faculty Dean sends both responses (chair/director response and decanal response) to the AVPAP, along with the completed Action Plan document.	Faculty Dean
<input type="checkbox"/>	Follow-up meetings after review	Follow-up meetings with the AVPAP, Faculty Dean, Chair/Director and Dean of Graduate Studies will be scheduled as per the AC1145 policy.	Special Projects Assistant, Academic Planning