TL15 – Graduate Program Review

These records relate to quality appraisals of the University's existing graduate programs.

Content & Scope
Academic program reviews serve to assist in achieving and maintaining the highest standards of academic excellence, to assess the quality of programs relative to counterpart programs at other institutions, and to meet public accountability expectations. Prior to 2010 reviews of both new and existing graduate programs were conducted by the Ontario Council on Graduate Studies (OCGS). As of 2010 existing graduate programs are reviewed through an internal process which parallels that for undergraduate program reviews. The review cycle is normally 7 years. Under the revised guidelines, some graduate and undergraduate programs may be reviewed together (augmented reviews).

The records include self-study reports, appraisal briefs, review team/consultants' reports, responses, chairs/directors' and Deans' reports outlining future strategies, follow-up reports where required, decisions, and related correspondence.

Related Records
For records related to review of undergraduate degree programs, see TL18: Undergraduate Program Review

Responsible Unit
Graduate Studies and Postdoctoral Affairs; Associate Vice-President, Academic (for some augmented reviews)

Information Steward
- Associate Vice-President, Graduate Studies and Postdoctoral Affairs

Privacy Classification
- Public: reports intended for public release.
- Confidential: all other records.

Retention
Until the next review cycle is complete

Disposition
Archives

Authority
OCGS By-Laws and Procedures Governing Appraisals; Ontario Universities Council on Quality Assurance. Quality Assurance Framework; Guidelines for Reviews of Ongoing and New Academic Programs at the University of Waterloo
Retention Rationale
The retention period is based on operational use. These records also have long-term historical value.

Approval Date(s)
July 26, 2010