

**The UNIVERSITY of WESTERN ONTARIO  
SENATE**

**Subcommittee on Program Review – Undergraduate (SUPR-U)**

**Terms of Reference:**

To coordinate and assume responsibility for reviewing proposals for new undergraduate programs and to recommend approved proposals to the Senate Committee on Academic Policy and Awards (SCAPA) for consideration by Senate.

To coordinate and assume responsibility for reviewing proposals for major modifications to existing undergraduate programs and to recommend approved proposals to SCAPA for consideration by Senate.

To coordinate and assume responsibility for periodic reviews of existing undergraduate programs, with a view to assessing their overall quality and making appropriate recommendations in light of these reviews to SCAPA and Senate.

To carry out all such reviews and appraisals in accordance with University Guidelines <http://www.uwo.ca/univsec/handbook/igap/WesternIQAP.pdf> and the Quality Assurance Framework adopted by the Council of Ontario Universities <http://www.cou.on.ca/related-sites/the-ontario-universities-council-on-quality-assura/policies/pdfs/quality-assurance-framework---guide-may-2011.aspx>

To receive undergraduate program review materials conveyed in confidence by the Affiliated University Colleges for discussion (including the making of recommendations). Included in the materials will be a summary of the review, prepared by the Academic Dean or designate for the College, for amalgamation into the annual report of the Subcommittee to SCAPA and Senate, subject to minor revisions which may be made by SUPR-U as a result of its review.

To report annually for information, through SCAPA, to Senate and the Board of Governors.

**Composition:**

One faculty member or administrative staff member appointed by Faculty Council for each Faculty or Affiliated University College.

Two members elected by SCAPA.

**Ex Officio:**

Chair of SCAPA or Designate\*, who shall be Chair

Vice-Provost (Academic Programs & Students)[Registrar]

Associate Registrar (non-voting)

University Librarian (non-voting)

Director of the Teaching Support Centre (non-voting)

Secretary of Senate (non-voting)

Vice-President University Affairs of the University Students Council (non-voting)

\*The Designate must be a member of SUPR-U at the time of his/her appointment

Resource:

Administrative Assistant – Office of the Vice-Provost (Academic Programs & Students)[Registrar] (non-voting)

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**ADMINISTRATIVE NOTES:**

The Teaching Support Centre is available to Deans/Chairs/Directors to assist in the preparation of self-study documents for reviews.

The Guidelines and Template for Library Documentation for SUPR-U Reviews is at:  
<http://www.lib.uwo.ca/files/aboutwl/UndergraduateProgramReview.pdf>

Western's approved Institutional Quality Assurance Process (IQAP) is located here:  
<http://www.uwo.ca/univsec/handbook/igap/WesternIQAP.pdf>

Membership Terms: July 1 to June 30 (two-year term)

New Members: Elected or appointed in April/May for terms to start July 1.

Annual Report is scheduled to go to SCAPA, Senate and Board in June

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Revised: 2011 09

[Current Members](#)