External Reviewers' Report Template
Existing Programs

Date:

Program:

Department:

External Consultants:
1)
2)

Please use this form and headings to assist you in developing your report. Below are the Evaluation Criteria from Western's IQAP document section 4.3 related to Undergraduate programs.

Outline of the Review

Please indicate the following (the site visit schedule may be attached):
   a) who was interviewed
   b) what facilities were seen or visited
   c) any other activities relevant to the review

Evaluation Criteria

NOTE: Reviewers are asked to provide feedback on each of the following Evaluation Criteria

Objectives

a) consistency of the program with Western's mission, values, strategic priorities, and academic plans;
b) clarity and appropriateness of the program's requirements and associated learning outcomes in relation to the Western Degree Outcomes

Program Structure and Curriculum

a) how the curriculum addresses the current state of the discipline or field of study;
b) identification of any unique curriculum or program innovations or creative components;
c) mode(s) of delivery to meet the program's identified learning outcomes are appropriate and effective;

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Assessment of Teaching and Learning

a) evidence that the methods for assessing student achievement of the learning outcomes are appropriate and effective;
b) evidence of the appropriateness and effectiveness of the methods of teaching and assessment in demonstrating achievement of the program learning objectives and the degree level expectations.

Resources for All Programs

a) adequacy of the academic unit's human, physical, and financial resources to the support the program;
b) participation of a sufficient number and quality of faculty who are competent to teach and/or supervise in the program;
c) evidence that resources adequately support the quality of scholarship and research activity expected of the undergraduate students, including:
i. library resources and support,
ii. information technology,
iii. laboratory resources and access

Resources Undergraduate Programs

a) evidence of adequate numbers of faculty and staff to achieve the goals of the program;
b) evidence of class sizes appropriate for learning objectives;
c) evidence of opportunities for, and supervision of, experiential learning (if required).

Quality and Other Indicators

In addition to the evaluation criteria above, the reviews should include relevant information (as available) regarding:

Faculty
qualifications; research and scholarly record; honours and awards; class sizes; proportion of classes taught by full-time faculty; commitment to student mentoring (graduate programs specifically);

Program

evidence of a program structure and faculty research that will ensure the intellectual quality of the student experience

Student

applications and registrations; success rates in provincial and national scholarship competitions and awards; academic awards; rates and timing of attrition; final-year academic achievement; time-to-completion; graduation rates; scholarly output (graduate programs); time to completion (graduate programs); student in-course reports on teaching.

Note: Reviewers are urged to avoid using references to individuals. Rather they are asked to asked to assess the ability of the faculty as a whole to deliver the program in view of the expertise and scholarly productivity of the faculty.

Quality Enhancement

    a) comment on any significant innovation or creativity in the content and/or delivery of the program
    b) comment on efforts made by the program to address concerns and recommendations raised in previous reviews, or for programs which have not yet been cyclically reviewed, comment on any steps taken to address issues or items identified for follow-up by the Quality Council
    c) comment on program-related data and measure of performance

Other Issues

a) any other issues/comments, as applicable

Summary and Recommendations

a) provide a brief summary of the review
b) make at least three recommendations that are clear, concise, and actionable. Include specific steps to be taken that will lead to the continuous improvement of the program, distinguishing between those the program can take itself and those that will require external action

Note: The responsibility for arriving at a recommendation on the final classification of the program rests with the University and the Quality Council. However, recommendations to improve the proposed program are appreciated.

Recommendation 1:

Recommendation 2:

Recommendation 3:

(insert more as required)

Signature: _____

Signature: _____

Date: _____