

## **EXPEDITED REVIEW PROCESS DESCRIPTION – RESIDENT INSTITUTIONS**

### **Types of Reviews**

Reviews by Council may proceed in one of three ways:

- a. Full Review – for applicants proposing to offer a first degree or a first degree at a new level. Council will conduct both an organizational review and a program review using external evaluators for both organizational and program reviews.
- b. Partially Expedited Review – when Council determines that it can omit the organizational review but will conduct a program review using external evaluators. In certain cases, Council reserves the right to include elements of an organizational review within the program review.
- c. Fully Expedited Review – when Council determines that neither an organizational review nor program review using Council-appointed external evaluators is needed. Council members and the Secretariat will do a desk review.

### **Expedited Review**

An applicant institution may formally request a partially or fully expedited review and is expected to make its case based on Council's criteria for such a review. If the case presented is not accepted, the application will be subject to a full review (or partially expedited review) where the Council will appoint external evaluators. Applicants considering seeking partially or fully expedited reviews are encouraged to consult the CAQC Secretariat prior to making the request.

#### **A. Partially Expedited Review**

A request for a partially expedited review will be considered if one of the following criteria is met:

1. a successful organizational review has been conducted recently, or
2. the applicant is an Alberta university.

#### **B. Fully Expedited Review**

A request for a fully expedited review will be considered on its own merits: an institution should not assume that Council's willingness to conduct a fully expedited review in the same discipline at one level (e.g., a concentration in a 3-year B.A.) entitles it to a fully expedited review at another (e.g., a major in a 4-year B.A.). An institution will not normally be eligible for a fully expedited review if the degree is considered precedent-setting either for that institution or for the system.

The following are the criteria to be met:

1. The proposal is for
  - a new major/specialization/concentration (e.g., History) in an already approved degree program (e.g., BA, BSc, etc.) that has been offered across a range of disciplines in the institution (i.e., the institution has a successful track record in implementing new programs), or

- a new degree program that is building on an existing major/specialization currently offered under another program and is at the same level (e.g., Bachelor of International Studies where a Bachelor of Arts with a major in International Relations exists).
2. An appropriate number of permanent, qualified faculty are in place in the department/discipline.
  3. Degree nomenclature of the proposed program is widely recognized.
  4. Program scale is well within the capacity and the resources of the institution to implement and sustain the program.
  5. Evidence of risk assessment both with respect to risks to existing programs and to the program under review (i.e., unexpected enrolment, inability to procure staff) is presented and no financial concerns are apparent.
  6. Internal vetting and assessment practices, including those for post-implementation review, are well established and clearly documented. The use of external assessment and consultation with stakeholders in the initial proposal strengthens the case for an expedited review. Normally, this external assessment and the institution's response to them must accompany the proposal and request. In engaging external experts, institutions should be guided by Council's guideline on *Independent Academic Experts*.