

Appendix B
Terms of Reference – External Program Assessments
Adopted from MPHEC Generic Terms of Reference for External Consultants

Prior to conducting a review:

- Each external reviewer must sign a non-disclosure agreement related to the proposed program.
- Each external reviewer must sign a conflict of interest disclosure agreement
- Each external reviewer must provide a brief biography indicating their qualifications and suitability to conduct the review.

During the review process:

1. Each external reviewer is asked to provide a formal written report which will consist of:
2. The report is to be based on:
 - a. The evaluation of the program proposal submitted by the institution.
 - b. The reviewers experience in the field and knowledge of similar programs elsewhere in provincially, nationally, an internationally.
3. The report has no predetermined length but should not exceed 15 pages (12pt font, double space) and must include an executive summary which will become part of the program submission document to Academic Council.
4. Standard elements of the assessment will include:
 - a. Assessment of program content, structure, and requirements in relation accepted standards of similar programs and graduates in Canada or relative to an international partner.
 - b. Comment on the appropriateness of the proposed level of study in response to identified needs.
 - c. Comment on the proposed delivery model.
 - d. As appropriate, comparisons with other programs.
 - e. Evaluation of the adequacy of physical, virtual and human resources available for program implementation including:
 - i. Library holdings/research space (including online resource collection)
 - ii. Laboratory space as required
 - iii. Classroom and research space as required
 - iv. Faculty qualifications

- v. Student support services (including virtual support services)
 - f. Evaluation of the organizational environment including comment on the existing quality mechanisms in place to ensure regular review of the program.
 - g. Comment on the potential stability of the program and the financial resources allocated to it.
 - h. Comment on current and anticipated labour market trends to graduates in the program.
5. Additional elements may include specific recommendations regarding elements of the proposal including comment on resources, opportunities for collaboration, periodic program review, quality assessment, external accreditation etc... or any additional comments deemed necessary by the reviewer.
 6. As an appendix to the formal report the reviewer is asked to state whether the program exceeds, meets, or does not meet the following criteria using the following:

Table 1: Evaluation Criteria for Program Proposals

Evaluation criteria for proposed program. Indicate your conclusion relating to the proposed program in response to the following criteria.			
	Yes	No	Unable to Ascertain (amendment required)
The program content, structure, and delivery modes reflect a coherent program design that allows for the program objectives and anticipated student outcomes to be achieved, while providing sufficient depth and breadth to meet the standards of quality associated with the credential			
The program is clearly defined and contains relevant program objectives and anticipated student and graduate outcomes			
The program name, level, and content represents a “truthful depiction of the credential” and is relevant for credential recognition			
The program clearly represents an applied area of practice and demonstrates an appropriate balance of application and theory.			
The program proposal demonstrates adequate resources to implement and sustain the program			
The program has clearly defined present or future need			

The program content and structure is both credible and viable and meets the academic standards necessary to consider transfer into other Canadian or international institutions.			
The academic environment of the proposed program supports scholarship and creativity			

If a reviewer indicates **Unable to Ascertain** on any element of the evaluation, prior to submission of their final conclusion, they may request a clarification amendment be added to the proposal. This amendment must be received by the reviewer within 5 days of request and will be included as an appendix in their final assessment. Request of an amendment does not bind the reviewer to indicated **Yes** or **No** on their evaluation of the criteria.

7. The report shall conclude with one of the following recommendations, with additional comments deemed useful or required by the reviewer.
 - a. Program recommended without modification
 - b. Program recommended with minor additions or clarifications
 - c. Program recommend with major modifications or clarifications
 - d. Program not recommend