3.u. Academic Program Periodic Review

Subject	Educational Programs	***Effective From***	Sep - 2011
Policy #	3.u.	***Latest Revision***	Feb - 2025
Title of The Policy	Academic Program Periodic Review	***Next Review***	Dec - 2025
Responsible Entity	Colleges Councils, QAIRC	***Policy Pages***	2

Definitions	Academic Periodic Program Review (APPR) is a process that allows the University to assess the well-being of an academic program, the academic development of the program, and strategic issues affecting the program. Assessments include how well the program aligns to the missions and goals of the AAU, the College and the Department respectively.
Purpose	The purpose of this policy is to maintain recurrent review of all academic programs offered at AAU, in order to promote institutional accountability and effectiveness in securing academic programs.
Scope	This policy applies to all undergraduate and graduate programs at AAU.
Statement	• All academic programs are reviewed once every 3-4 years, except the programs granted with an international accreditation. • APPR is faculty-led, evidence-based, student-focused and based on peer-review. It generates a plan of action to develop the academic program, which is linked to the College and AAU plans. Progress against the action plan is monitored periodically at College and university levels. • Program reviews include a comprehensive check on the academic programs' conformance to the requirements of the QFE (Qualifications Framework Emirates) and CAA (Commission for Academic Accreditation) Standards.
Procedures	Ten weeks prior to the site visit: The College submits the SSR to the Quality Assurance and Institutional Research Center (QAIRC) for feedback and revision. **Self- Study Report (SSR)** The SSR should be a collaborative activity and should include the following criteria (the 11 criteria of CAA Self-Study Report criteria): • Mission, Organization and Governance • Quality Assurance • The Educational Program • Faculty and Professional Staff • Students • Learning Resources • Physical Resources • Fiscal Resources • Public Disclosure and Integrity • Research and Scholarly Activities • Community Engagement

	• Four weeks prior to the site visit: The Self-Study is sent to Review Panel. The Review Panel may request additional information through the Chair, prior to or during their review visit. **<u>Program Review Panels</u>** • "Program Review Panel" is composed of AAU internal stakeholders and (if possible) one external member (related to the concerned program). • Chair: The Program Review Panel is chaired by one of the internal members, who is responsible for the management of meetings and other activities of the Review Panel. The Chair also coordinates the inputs of the review panel into the report and recommendations and is responsible for filing the agreed report within four weeks of the date of the Review Panel visit. • External member: At least, three months prior to the site visit, the external member is selected by the Deans' Council based on 3 nominations proposed by the respective College Dean. The selection criteria are: ◦ Hold a terminal degree in the appropriate discipline. ◦ Has experience with student learning assessment, institutional accreditation, and/or professional accreditation. ◦ No conflict of interest such as recent employment or consultation with AAU. • Internal members of the Program Review Panel: The internal members of the Review Panel are nominated by the respective College Dean and approved by the Deans' Council and will normally be; Two faculty external to the Department hosting the academic program, and a Dean of another College. • Confidentiality: All members of the Review Panel are contractually obliged to preserve confidentiality of findings if these do not form part of the formal report. In exceptional cases the Chair of the Review Panel may designate a section of the report as confidential to a specified and restricted audience.
Recent Changes	