

Appendix 6: Guidelines for the Unit's Response to the Review Committee Report

Following the distribution of the review committee's report to the faculty of the unit under review, the unit should prepare and submit a response to the Office of the Provost within four weeks. The head of the unit (chair, director, section head, or dean) should submit the response; *if the unit under review is a department or program within a school or college, the dean should not submit a separate response to the report.*

The unit's response should reflect the input of the unit's faculty and, together with the review committee's report, will be shared with the CAPR, the Provost, the appropriate dean(s), and the University Advisory Board.

The unit's response should address the issues raised by the review committee's report including the assessments presented, any perceived inaccuracies, and the impact of the committee's recommendations on the unit's plan for improvement.

The response need not address all issues raised in the report point by point, although it can take such a format. The response should be viewed as an opportunity for the unit to synthesize external feedback and prioritize next steps based on the input of the review committee.

While there is no formal outline for the format of the response, the response should:

- Provide an overall response to the review committee's report *from the unit's collective faculty*. Please include information on how the unit solicited and received feedback from the faculty, how the report was interpreted and understood, and whether or not there were areas of agreement/disagreement.
- Comment on the assessments and recommendations put forward in the report and outline specific methods or approaches the unit will employ to address the points raised. Which recommendations will the unit adopt and for what reasons? Simply stating agreement or disagreement with individual points in the report is not adequate; responses to individual recommendations and the description of the subsequent course of action should be as detailed as possible.
- Discuss the ways in which adoption of individual recommendations may or may not affect the unit's proposed plan for improvement.
- Correct any factual errors reported by the review committee.
- Clarify any policies, practices, or systems that presented confusion or misunderstanding for the review committee.

Responses should provide detailed information, but should be as direct as possible and kept to 5-8 pages in length.