GRADUATE Organizational Evaluation Self-Study

The purpose of the Graduate Degrees Organizational Evaluation is to examine the extent to which the systems and processes of a degree-granting organization are clearly established to achieve excellence in learning specific to graduate-level programming. The evaluation will establish the extent to which the organization has created sustainable processes, the extent to which its financial and operational resources are adequate to sustain the learning processes students will experience, and the link between students’ experiences and demonstrable needs. In the case of organizations proposing to offer graduate programs, the focus will be primarily on its capacity to implement and sustain graduate level programming.

CAQC’s Organizational Handbook, section 3.10 (*Additional Organizational Standards for Graduate Programs*) are applied to Organizations seeking to offer graduate programs (either a first graduate program, normally at the Masters level, or a new-level, e.g., in cases of organizations who currently offer masters-level degrees and are seeking to offer their first doctoral degree).

The Self-Study and Assessment Criteria includes CAQC’s general Organizational Standards, which are supplemented by specific graduate standards, where applicable. For each of these standards, the evaluation team will be looking for the approach taken by the organization, the way in which the approach is deployed within the organization, and the results of such deployment.

**An institution that has not already completed a CAQC Organizational Evaluation for Bachelor’s Degrees and/or has yet to deliver its first degree in Alberta may not undertake an Organizational Evaluation for Graduate Programs without special permission from CAQC.**

**Organizations proposing a first graduate degree or a first graduate degree at a new level are required to meet all CAQC Organizational Standards in addition to those specific to Graduate Programs. Past Organizational Evaluations may be provided to the Site Visit Team for context.**

Submission Guidelines

Self Studies should address all aspects of the Self-Study Template below, using critically reflective and concise narratives wherever possible.

The length of an Organizational Self-Study for Organizations proposing Graduate Degrees (Master and/or Doctoral) should not exceed approximately 50 pages. Additional information and evidence to support the Self-Study may be supplied in concise and relevant Appendices. Please cross-reference appendices in the Self-Study for ease of reference.

Self-Studies must follow the template provided and address all questions in a critically reflective and concise narrative. Self-Studies that exceed the page limit or do not include relevant information will be returned to the Institution.

*Note: it is the Organization’s responsibility to provide CAQC and External Reviewers with a complete and concise package for organizational evaluation.* ***Please see the Organizations Handbook, for full details of all expectations and standards.***

Self-Study Template

# Organization Overview

## Required submissions (please provide in tabular or equivalent form):

* Full Legal Name of Organization
* Operating Name of the Organization
* Common Acronym(s) - if applicable
* URL for Organization’s Homepage
* Addresses for the head office, the main campus and all other operating sites, as well as telephone, facsimile, and email contact information for at least three (3) Senior Administrators or Designates.
* Number of employees and whether members of Administration are considered Academic Staff/Faculty
  + Total Employees:
  + Faculty - Full-Time and Part-Time:
  + Administration - Full-Time:
  + Administration - Part-Time:
  + Staff - Full-Time:
  + Staff - Part-Time:
  + Staff – Student Services:
* Number of students enrolled
  + Total Number of Students (Head Count):
  + Total Number of Students (FLE):
  + Total Number of Domestic Students:
  + Total Number of International Students:
  + Total Number of Part-Time Students
  + Total Number of Full-Time/Full-Load Students
* Written confirmation of the authorization of the representative of the applicant organization to enter into a binding application (including name, title, address, telephone, and email address).
* Written confirmation of the authorization of the organizational contact person to represent the organization throughout the application process (Include name, title, address, telephone, and email address).

# Meeting CAQC Standards

Institutions must provide **concise narratives and evidence (as links or brief appendices)** to demonstrate how they satisfy all CAQC Organizational Standards for Graduate Degrees.

# Graduate Policies

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| 1. **Graduate Policies** |
| Academic governance policies and procedures should ensure the viability and sustainability of quality within graduate programming. |

## Recommended Submissions

Policies required are, but not limited to, those dealing with graduate programming in terms of:

* Strategic Plan including mission/mandate
* Most recent Operational and Organizational plans
* Faculty, Staff, and Student Handbooks
* Polices regarding Intellectual property that have clear alignment to academic freedom
* Academic Freedom Policy/Statement
* Admission and placement of graduate students, including any applicable residency requirements
* Graduate student assessment, progression, graduation requirements, and maximum time limits for completion of programs
* Recognition of research time demands in the assignment of teaching loads
* Recognition of research output
* Rights and responsibilities of graduate supervisors and graduate students
* Requirements for comprehensive/candidacy examination, thesis oral examination, supervisory committees and committee and procedures
* Credit transfer and prior learning assessment
* Academic integrity and appeals
* Intellectual property rights
* Human Research Ethics
* Animal Care / Ethics
* Research-related Financial Management (e.g. TAGFA, Support for Research, Contracts for Research, Research Overhead/Indirect Costs, Research Grant Management)
* Research Data Management Strategy/Policy (Tri-Council requirement)

## Assessment Criteria

1. The organization has a clear mandate (public institution) or mission (private institution) and academic goals statement(s) appropriate for an organization offering graduate programming.
2. The statement(s) include a commitment to the dissemination of knowledge through teaching and, where appropriate, creation of knowledge and service to the community or related professions.
3. Proposed graduate program(s) are related to the organization’s mission/mandate and academic goals.
4. The organization has appropriate administrative structures and mechanisms appropriate to graduate programs, including a clear description of who within the organization/unit will provide intellectual leadership for the development, implementation and improvement of graduate programs.
5. The organization has appropriate policies that account for the specialized nature of graduate level programming, students, and the roles of faculty within graduate programming.
6. Admission to master's or doctoral programs will normally require superior academic standing in either a recognized undergraduate or graduate degree with an appropriate specialization or relevant bridging studies.
7. Normally faculty and instructional staff in all graduate programs shall be members of Graduate School/Faculty Council or equivalent responsible for ensuring that graduate programs across the institution meet the requirements for academic governance.
8. Normally graduate students shall have appropriate representation on Graduate School/Faculty Council or equivalent.
9. The Organization has appropriate financial planning processes to ensure the ongoing quality and fiscal sustainability of graduate programs.

# Faculty

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| 1. **Faculty** |
| Existing graduate programs are anchored by suitably and highly qualified academic faculty, normally with terminal degrees in their field of study and an appropriate level of scholarly output and research or creative activity to support supervision of graduate students, and instructional staff who are primarily responsible for the development, delivery, and continuity of the graduate degree program and the supervision of graduate students. |

## Recommended Submissions

* Policies, statements, collective agreement clauses pertaining to faculty in graduate programs including workload, research expectations, role descriptions, performance, and appointment type/balance (i.e., continuing and temporary appointments)
* CVs using the CAQC Narrative CV Template
* Overview of Scholarship/Research Plans related to Graduate Programming

## Assessment Criteria

1. All graduate programs employ sufficient and sufficiently qualified scholars and researchers, with a range of expertise to allow for intellectual leadership and challenge, to provide high-quality educational experiences for graduate students. Institutions seeking to offer their first graduate degree programming,
2. A majority of faculty instructing or supervising graduate students are involved in ongoing research and publication of findings, or other scholarly activity as appropriate. In the case of programs in professional areas, there must be a solid basis of appropriate scholarly or creative activities.
3. Faculty with supervisory responsibilities have the necessary experience at the graduate level. Institutions seeking to offer their first graduate degree must have provisions for mentoring of new faculty advisors.
4. The organization provides academic staff with clear expectations regarding what constitutes scholarship within the context of the organization and proposed and future degree programming, distinct from professional development, service, and teaching expectations.

# Commitment to Graduate Students

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| 1. **Commitment to Graduate Students** |
| The institution demonstrates a commitment to graduate studies and to the intellectual life of graduate students. |

## Recommended Submissions

* Research Policies (see above and cross-reference or add as needed)
* Data Management Strategy
* Institutional Research Plan that accounts for graduate students and graduate level programs
* Student Supports

## Assessment Criteria

1. The organization has described the extent and nature of graduate student financial support (teaching assistantships, scholarships, bursaries, faculty research grants, research contracts, etc.)
2. Evidence of sustained opportunities for graduate students such as seminars, colloquia, conferences, journal clubs, etc.
3. The organization has described the current and proposed graduate teaching assignments and undergraduate teaching assignments for core faculty and supporting faculty.
4. As an organization offering graduate programs, the institution has a research culture within which graduate study can occur and which is fundamental to maintaining and enhancing high quality graduate programs. The institution has a clear commitment to a research philosophy which promotes the depth and breadth of knowledge, both within the field/discipline, and also outside the field/discipline when necessary.
5. The organization has services, programs and activities appropriate to graduate level programming that support students to be successful in their studies (advising, professional development, training, seminars, conferences, etc.).

# Library and Information Resources

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| 1. Library and Information Resources |
| The institution must provide the essential information resources and support appropriate to graduate student work. These resources must be adequate for the number of students enrolled and for the level of study. |

## Recommended Submissions

* Summary of Library Holdings that support graduate level research for faculty and graduate students

## Assessment Criteria

1. The organization has provided evidence of reasonable student and faculty access to learning and information resources (such as library, databases, computing, classroom equipment, studios, laboratory facilities) sufficient in scope, quality, currency and type to support students and faculty in the academic programs offered by the organization and at the graduate level proposed.
2. It has a method of setting priorities with respect to their acquisition and is committed to supplementing them.

# Research Facilities

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| 1. Research Facilities |
| The institution has laboratory, computer, studio, or creative facilities, as well as essential resources, to support the faculty and students adequately in their research. |

## Recommended Submissions

* Evidence of annual or cyclical (ongoing) program reviews (or equivalent) and/or accreditation procedures
* Engagement in external review processes, and accreditation where appropriate
* Evidence of implementation of outcomes of quality assurance reviews and follow-up
* Campus Space Plans
* OHS Policies

## Assessment Criteria

1. Appropriate space is provided for graduate students.
2. The organization has laboratory, computer, studio and /or creative facilitates and resources to support graduate faculty and students in their research and scholarly activities.
3. The organization has provided evidence that the physical plant, equipment, technology and support services adequately support the organization’s educational and student activities at the graduate level.

# Conclusion