

AURORA COLLEGE

POLICY

Aurora College shall implement an internal review process for all College programs and services.

PRINCIPLES

1. Aurora College is committed to excellence in all programs and services which it provides to students and staff, as reflected in the College Mission statement.
2. The College is committed to being a learning organization which values its capacity for change, responsiveness, development and innovation on a continuous basis.
3. The College recognizes that an internal review process will contribute to better communication within the College.
4. The College recognizes that an effective internal review process will aid to establishing a data base of planning and program rationalization.

PROCEDURES

1. The internal review process shall be managed by the President, through the office of the Director of Policy and Programs.
2. The internal review process shall be based on a planned, published cycle, with each College program or service to be reviewed once every three years.
3. The review team will consist of three Aurora College staff, plus one student or graduate, who are external to the programs or services being reviewed.
4. The Director of Policy and Programs shall submit the names of the candidates to the President for approval.
5. The Manager of the program or service being reviewed shall be a resource person to the team.
6. The review shall be advisory in nature and will not address personnel evaluations.

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7. A protocol for the review process will be developed by the team, in consultation with the Director of Policy and Programs.
8. The review report, with all documentation, including evaluation instruments will be submitted first to the College programs and services Manager(s) for discussion with the staff and review team.
9. The staff and the review team may develop a response paper which will be an addendum to the review report.
10. The completed report including the addendum will be submitted, through the Director of Policy and Programs, to the President.
11. The College Programs or Services Manager shall develop an implementation plan within three months of acceptance of the review by the President.