



MEMORANDUM

Date: February 22, 2024
To: College of Graduate Studies faculty and staff
From: Rehan Sadiq, Provost and Vice-President, Academic *RS*
Re: **External Review of the College of Graduate Studies**

As part of UBC's standard practice under the [Senate policy on Reviews of Administrative Units](#) and in alignment with the [Principles, Procedures and Guidelines for External Academic Unit Reviews](#), the College of Graduate Studies will undergo an external review in August 2024.

The purposes of the upcoming review of the College are to:

- determine the effectiveness of the College in supporting high-quality graduate training;
- evaluate the College's leadership and administration;
- advise on the future development of the College; and
- prompt the development of reflective self-study documents and engage in a process to appraise, as appropriate, the College's scholarly, pedagogical and professional activities.

Over the next few months, the College will prepare a self-study report of its operations, including its facilities and resources, administrative structure, and the unit's and internal and external linkages. The self-study process will include a broad consultation with students, faculty and staff, as well as external communities/organizations engaged with the College. I encourage you to participate.

In August 2024, an external review committee will conduct an in-person site-visit, which includes interviews with UBC Okanagan students, faculty, leadership, staff and other individuals and groups that may interact with the College. Following the site-visit, the external review committee will provide a report outlining their learnings and recommendations. Information about the terms of reference, external reviewers and the site-visit will be made available in the coming months.

Unit members have the opportunity to suggest external review committee members.

Recommendations, including contact information, academic rank, synopsis of academic qualifications, field(s) of expertise, and any perceived conflicts of interest, must be submitted via email to [Laura Prada](#), Senior Manager, Academic Programs, Teaching and Learning, by March 8, 2024. The final selection of external review committee members will be decided by the Provost, in consultation with the Dean.

Please visit [the Office of the Provost website](#) if you would like to learn more about the external review process. Additional questions can be directed to [Laura Prada](#).