

 <b>DALHOUSIE UNIVERSITY</b> FACULTY OF HEALTH  <b>Guidelines for Special Reviews of Schools/College in the Faculty of Health</b>	<i>Policy Sponsor:</i> Dean	<i>Approval Date:</i> Faculty Council, Apr 23, 2009
	<i>Responsible Unit:</i> Faculty Council	<i>Amendments:</i> Formatting, March 2018

The Faculty of Health currently has in place policies and procedures for periodic (full) reviews of its Schools/College that are either 1) accreditation reviews for Schools/College that have external accreditation requirements or 2) School/College reviews conducted by the Faculty of Health. The timing of the former type of review is governed by the external accreditation-approval requirements. The latter type of review is intended to be undertaken by the Faculty every 5-7 years.

On occasion it may be necessary or desirable for the Faculty to undertake a Special Review of a School/College for the purpose of addressing some particular issue or circumstance using a procedure that is less cumbersome and more focused than that provided by a periodic (full) review. Such a Special Review will be initiated by the Dean.

Because a Special Review is by its nature issue-specific, it is difficult to prescribe a standard set of procedures that would cover all eventualities. Accordingly, when the Dean is proposing to initiate a Special Review, Faculty Council will establish a Review Steering Committee to be comprised of at least 2 faculty members from the Faculty of Health (none of whom holds an appointment or cross- appointment in the School/College to be reviewed), 1 faculty member from a Faculty other than Health Professions, and the Dean (ex-officio, non-voting). Additional members with special expertise (e.g., in HR, Finance) may be appointed as well. The Review Steering Committee shall

- a. Review and approve the terms of reference of the review as proposed by the Dean. (If the Committee is of the view that it is not the right time for a review, it will report back to Faculty Council for further direction).
- b. Review and approve the procedures as proposed by the Dean for the review process and timelines.
- c. Develop and approve the composition of the Review Panel (which will actually conduct the review) including the names of internal and external members of the Panel, nominations having been solicited by the Dean from members of the School/College as well as others in the University.
- d. Report periodically to Faculty Council to provide updates on the progress of the review.

- e. Assist the Review Panel in its work in whatever ways the Steering Committee deems appropriate.
- f. Receive the report and recommendations of the Review Panel, present them to the School/College for a response in a form to be prescribed by the Steering Committee, and then present the report, recommendations and School/College response to Faculty Council.
- g. Faculty Council will determine what actions should follow from the report and recommendations.