

University of Toronto Quality Assurance Process (UTQAP) Cyclical Reviews: Request to Defer

Under the UTQAP, the interval between program reviews must not exceed eight years. The determinant date of the last review is site visit, e.g., site visit in October 2015, next review site visit no later than October 2023.

The Office of the Vice-Provost, Academic Programs recognizes that, under extreme circumstances, a scheduled review site visit will need to be postponed beyond that eight year interval. In a request to the Vice-Provost, Academic Programs, the commissioning officer will document the necessity for deferral in line with the reasons for deferral listed below. The request should be sent as a formal, signed letter to the Vice-Provost, Academic Programs as soon as the need for a deferral becomes a possibility. The Office of the Vice-Provost, Academic Programs will make every effort to help the scheduled review proceed as planned. The Vice-Provost, Academic Programs will confirm by formal, signed letter whether the deferral request has been granted or denied.

1 Required Elements

In the request for deferral, please detail the following:

- Program(s) under review
- Division/Unit under review or Division/Unit in which houses program(s)
- Commissioning officer
- Date of scheduled review
- Date and type of most recent review for each program/unit listed above [Please indicate the review type (OCGS, UTQAP, U of T pre-UTQAP)]
- Proposed new review date (and rationale for this timing if this is not evident from the reasons for deferral)
- Reason(s) for deferral
 - ▶ Impossible to secure sufficient number of qualified reviewers for the scheduled review date after multiple, exhaustive attempts, with documented evidence
 - ▶ Emergency impacting the availability of the unit head (e.g., sudden illness)
 - ▶ Planned unit closure or program closure

2 Scheduling Earlier Than Eight Years

It is always possible for the commissioning officer to commission the review earlier in the eight year cycle. Reasons for this might include better aligning with the search for or reappointment of a unit head; an anticipated accreditation review; and recent or planned curriculum changes or program transfers. Scheduling the review earlier in the eight year cycle does not require the approval of the Vice-Provost, Academic Programs. Please inform the Office of the Vice-Provost, Academic Programs of the schedule change.

3 Further Information

The [Vice-Provost, Academic Programs website](#) has information about the UTQAP, the review process, templates to support alignment with UTQAP requirements and a [schedule of planned reviews](#). The Office of the Vice-Provost, Academic Programs is always available to Deans' offices seeking guidance on UTQAP matters.