

## Appendix A

### External assessment and approval before submission to Academic Council

In addition to academic excellence, CNA is committed to transparency and integrity in seeking new degree programs. Following concept document approval by the VPA the college will use approved marketing channels to invite public comment on the program under development. The VPA must approve the content and marketing channel of all postings.

#### Public Posting of Intent to Offer an Applied Degree

- CNA is a public post-secondary institution with a responsibility to inform the public of degree level programming and will invite comment on the offerings of such degree programs. Upon approval of the Dean to develop an academic program, CNA will, using approved marketing channels, invite the public to comment on the program under development. The public will have a minimum of thirty (30) days to provide input on the program. Feedback will be reviewed by the Academic Development Office and Dean for the school in question.

#### Review through External Experts

Before submission to the Academic Council, all Baccalaureate level degree program must undergo an external academic assessment. This assessment will take place following the development of the detailed program proposal prior to its submission to Academic Council. This assessment must include:

- In addition to public comment, the Dean of the school will nominate three external experts to form a committee and conduct an external review of the proposed program before submission to Academic Council. In the event the dean is unable to nominate experts, the Academic Development Office may nominate on the Dean's behalf.
- To ensure an objective assessment, all external experts must meet the following criteria:
  - Must **NOT** be (or have ever been) an employee.
  - Must **NOT** be a current employee of the Government of Newfoundland and Labrador or any of CNA's international partners.
  - Must clearly indicate that no conflict of interest exists as per the college's conflict of interest policy (HR-401). Examples of conflict of interest include but are not limited to:
    - An external expert who has been a colleague/supervisor of the faculty/staff associated with the proposed program
    - An external expert is a close personal friend or relative of the faculty/staff associated with the proposed program
- Additionally, each external expert must meet a minimum of two of the following criteria, and each criterion must be met at least once by the external review committee:
  - Will have obtained an advanced academic credential at the doctoral or terminal level related to the subject under review.

- Will have relevant academic experience related to external assessment through processes such as accreditation, curriculum design, or administration of academic programming.
  - Will have a minimum of 10 years of occupational/professional experience in the applied area of study.
- To ensure timely review, the nomination of external experts by the Academic Dean must occur within fourteen (14) days of beginning Phase 2 of program development.
- External reviewers will be provided a minimum of thirty (30) days to complete an external assessment, the outcome of which will include the following possibilities:
  - Program recommended without modification
  - Program recommended with minor additions or clarifications
  - Program recommend with major modifications or clarifications
  - Program is not recommend
- External reviewers must provide a brief report on the assessment, which will become part of the official proposal submitted to the Academic Council.