Dean then forwards the report to the PQAA along with a scanned copy of the PQR

and captured below.

been approved, the schedule for follow up reports is confirmed with the Chair and Dean

Once the PQAA receives notification from the Program Dean that the PQR report has

5.

.

PQR Status reporting templates at the time of review and approval of each PQR

4.

The Program Dean will add a short narrative that will be included in the annual ASAC

on PQR Status to ASAC.

Report Submission Sign-off form and the narrative to be included in upcoming reporting

**PQR Report Sign-off Process**

The Program Dean reviews the PQR Report and indicates approval by signing. The

3.

the PQR Report Submission Sign-off form.

then forwards the PQR Report to the Dean for review/approval, with a scanned copy of

The Program Chair reviews the PQR report and indicates approval by signing. The Chair

2.

advises the Team Leader and Chair that the reviewed PQR Report is considered final.

The Program Quality Assurance Administrator (PQAA) reviews the PQR report, and

1.

the Chair or Academic Manager, and the Dean. The sign-off form follows on the next page

.

The completed PQR report will be signed off by the Program Quality Assurance Administrator,

Dean (Print Name)

**PQR Highlight Narrative for ASAC annual report**

Date

Dean Signature

Please type a few sentences outlining the PQR status of the program.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Program Dean has reviewed and approved the contents of the PQR report.

3.

PQR Sign Off: 2015-2016

: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PQR Follow Up Report Due Date**

The Program Quality Assurance Administrator (PQAA) has reviewed the PQR report, and

PQAA (Print Name)

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

advises the Team Leader and Chair that the reviewed PQR Report is considered final.

PQAA Signature

1.

**Program Name(s)/Code(s):**

**PQR Report Submission Sign-off Form**

Date

Chair Signature

Chair (Print Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The Program Chair has reviewed and approved the contents of the PQR report.

2.

Date