

PQR Report Sign-off Process

The completed PQR report will be signed off by the Program Quality Assurance Administrator, the Chair or Academic Manager, and the Dean. The sign-off form [follows on the next page](#).

1. The Program Quality Assurance Administrator (PQAA) reviews the PQR report, and advises the Team Leader and Chair that the reviewed PQR Report is considered final.
2. The Program Chair reviews the PQR report and indicates approval by signing. The Chair then forwards the PQR Report to the Dean for review/approval, with a scanned copy of the PQR Report Submission Sign-off form.
3. The Program Dean reviews the PQR Report and indicates approval by signing. The Dean then forwards the report to the PQAA along with a scanned copy of the PQR Report Submission Sign-off form and the narrative to be included in upcoming reporting on PQR Status to ASAC.
4. The Program Dean will add a short narrative that will be included in the annual ASAC PQR Status reporting templates at the time of review and approval of each PQR.
5. Once the PQAA receives notification from the Program Dean that the PQR report has been approved, the schedule for follow up reports is confirmed with the Chair and Dean and captured below.

PQR Report Submission Sign-off Form

Program Name(s)/Code(s):

1. The Program Quality Assurance Administrator (PQAA) has reviewed the PQR report, and advises the Team Leader and Chair that the reviewed PQR Report is considered final.

PQAA (Print Name)

PQAA Signature

Date

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

Chair (Print Name)

Chair Signature

Date

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

Dean (Print Name)

Dean Signature

Date

PQR Highlight Narrative for ASAC annual report

PQR Follow Up Report Due Date: _____