



### **Mission Statement**

*To engage in a continuous improvement process for all university academic units.*

### **Role**

The BYU University Academic Review Council (UARC) is a standing committee reporting to the Office of Assessment and Planning. The UARC reviews the university's academic units every seven years. Each review concludes with an internal report highlighting each unit's strengths, areas of concern, and commendations and recommendations. The UARC's advisory role is essential to the university's overall mission, ensuring that BYU is continually progressing in its ability to "assist individuals in their quest for perfection and eternal life."

### **Membership**

The membership of the UARC consists of faculty from each of the university's academic colleges. The college size determines the number of council members serving from each college. The assistant to the president for assessment and planning solicits nominations from each college dean. Ex-officio members are the assistant to the president for assessment and planning, the director of academic unit reviews, the dean of Graduate Studies, and an administrative assistant. Members serve a three-year term, renewable for an additional three years.

### **Meetings**

The UARC shall meet as needed, typically monthly. The purpose of these meetings is to discuss the reports prepared by the internal review team. Evidence of the discussions of the UARC is reflected in recorded minutes of the meeting taken by the administrative assistant. Attendance is also recorded in the minutes. Copies of minutes are forwarded to the director of academic unit reviews and the assistant to the president for assessment and planning.

### **Responsibilities**

The UARC's member's specific responsibilities are as follows:

- (1) Participate in 1-2 unit reviews each academic year.
- (2) Write a report highlighting the findings based on the on-site review and other materials.
- (3) Attend monthly UARC meetings to discuss internal reports.
- (4) Present the findings of the unit review to the Academic Vice President's Council.

### **Policies & Protocol**

The following is a list of UARC protocols:

1. Sensitive topics are discussed during UARC meetings; thus, all report discussions must be kept confidential.
2. All discussions/questions raised during the meetings should focus on items that will help refine, clarify, and improve the report, avoiding long philosophical discussions or detours from the purpose at hand. Those who desire can also provide written comments directly to the internal team leader.
3. Those whose home unit internal report is to be discussed should recuse themselves from attending or from that portion of the meeting if two reports are to be presented. As a council member, they will receive a copy of the internal report and are welcome to peruse it but may not comment. They must not share the report with



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Charter**

Ver. 3 – 4/25/23

anyone outside the UARC, including the members of their unit. After the presentation to the Academic Vice President's Council, appropriate unit leadership receives the official final report.