

## **Policy for Reviewing Specializations within the PhD in Business Management**

### Purpose of Policy

The mission of the Alberta School of Business PhD program is to educate students to become high quality research scholars in business disciplines. Periodic reviews of each specialization help to ensure program quality and stimulate improvements. It also ensures that the specialization contributes to the overall goal of research excellence in the Alberta School of Business. Periodic reviews of specializations also contributes to quality assessments and reviews of the Business PhD Program as a whole.

### Evaluation Criteria

Reviews should examine strengths and weaknesses on the following criteria.

- 1) An up-to-date and sustainable range of courses.
- 2) An adequate number of students to ensure student stimulation and economically viable courses.
- 3) An active research culture. Indicators of an active research culture include regular research workshops involving top international researchers, presentations by students, and funded research by faculty.
- 4) Faculty members who offer quality supervision, with a positive attitude to students. Information on quality supervision can be found at <https://www.ualberta.ca/graduate-studies/about/resources-for-faculty-and-staff/resources-for-supervisors>
- 5) Support for students to conduct and complete excellent research. Support includes funding for research assistantships and conference travel, opportunities to be involved in ongoing research, access to appropriate data, access to external research networks, and training in using databases and other data sources.
- 6) Helping students obtain funding for years beyond the five years normally provided by the Alberta School of Business.
- 7) Supporting the development of teaching skills specific to the specialization.
- 8) Placement and subsequent performance of graduates.

### Structure of Review Committee

The Review Committee shall consist of the PhD Policy Committee plus one student representative from the specialization under review and elected by students from the specialization under review. The elected student could already be on the PhD Policy Committee. Student representatives on the committee benefit by learning more about program and curriculum review, an important part of their professional lives.

### Process for Reviewing Specializations

1. The PhD office shall notify the faculty representative (copy to Department Chair) of the planned review of the specialization. In the notification, the PhD Office will provide historical data on an aggregated annual basis for the following:
  - a. Courses (criteria 1)
  - b. Enrolment (criteria 2)
  - c. Supervisory committee involvement (criteria 4)
  - d. Number of students supported by faculty grants (criteria 5 & 6)
  - e. Dollar amount provided to students from faculty grants (criteria 5 & 6)

- f. Placement of graduates from the last 10 years (criteria 8).
2. At the same time, the PhD office shall inform PhD students in the specialization that it is being reviewed and ask the following:
  - a. Elect one student to represent them on the review Committee.
  - b. Provide their comments about the specialization to the PhD Office within one month. The PhD Office will ensure anonymity of the comments.
3. The faculty representative of the specialization under review will be provided with anonymous student comments.
4. Within two to four months, the faculty member will provide a brief report on:
  - a. The eight evaluation criteria
  - b. Any other strengths, weaknesses, opportunities and threats facing the specialization
  - c. Recommendations to improve the specialization
5. The report and the student comments will be provided to the review committee.
6. The report will be placed on the agenda for discussion at the next meeting of the PhD Policy committee and include the student representative from the specialization.
7. Each specialization shall be reviewed no more than once every five years, and no less than once every 7 years.

#### History of Policy

The previous version of this policy was passed on September 29, 2004. It appeared in an omnibus file from that meeting called attachment B- revised Motions and appendeces.sept2004.doc

Approved by Business PhD Policy Committee on 2014 December 4

Revision including placement as a criterion approved 2017 January 27

Revision to replace the word “major” with “specialization” approved 2018 December 06

Revision to include supervisory committee involvement data and broader timeline for completion of the report approved 2023 September 26.

#### Appendix: History of Program Reviews

Accounting: Winter 2021; Winter term, 2016; March 2010.

Finance: Winter term, 2015.

Marketing: Fall 2019; 2012-13

OIS: Winter 2024; Winter term, 2017; November 2010 (Creation of joint major in OM and MIS).

SMO: Fall 2023; Winter term, 2017; June 2011 (Merger of HR/IR and OA majors).

PhD Program Office will update the appendix when needed.