Policy Category	**Academic Policies**
Policy Title	**Program Development and Implementation-External Monitoring and Evaluation**
Policy Number	**AC/AD/0024**
Date of Policy Approval	**12th February,2021**
Approving Authority	**Governing Council**
Policy Holder	**Office of the President, Registrar, Quality Assurance**
Proposed Date for Policy Review	

1.1 Purpose

This policy establishes the framework for the external monitoring and evaluation (M&E) of academic programs at the University of Lilongwe. The objective is to ensure that academic programs are effectively implemented, meet quality standards, and align with the university's mission and goals.

1.2 Scope

This policy applies to all academic programs at the University of Lilongwe and includes assessments conducted by external evaluators, stakeholders, and accrediting bodies.

1.3 Policy Guidelines

1.3.1. External Monitoring and Evaluation Objectives

- Assess the effectiveness of academic programs in achieving intended outcomes.
- Evaluate the relevance of the curriculum and its alignment with industry standards and labor market needs.
- Identify areas for improvement and provide recommendations for enhancing program quality.
- Ensure compliance with national and international accreditation standards.

1.3.2. Appointment of External Evaluators

-External evaluators should be selected based on their expertise, experience, and reputation in the field of education.

-A panel of external evaluators may be appointed for comprehensive evaluations, including faculty members, industry experts, and representatives from relevant professional bodies.

3. Evaluation Process

-External evaluations will occur at regular intervals (e.g., every three to five years) or as deemed necessary by the Vice President Office(Academic Affairs).

-The evaluation process will include document reviews, interviews with faculty, students, and stakeholders, and site visits.

4. Reporting

-Evaluators will provide a written report detailing findings, conclusions, and recommendations.

-The report will be submitted to the Vice President(Academic Affairs) and shared with relevant stakeholders, including academic departments, program coordinators, and the university administration.

5. Follow-Up Actions

-The Office of the Vice President(Academic Affairs) will develop an action plan to address the recommendations provided in the evaluation report.

-Progress on the implementation of the action plan will be monitored and reported back to the external evaluators during subsequent evaluations.

6. Confidentiality and Ethics

-External evaluators are required to maintain confidentiality regarding all information obtained during the evaluation process.

-Evaluators must adhere to ethical standards and practices throughout the evaluation.

Monitoring and Evaluation Templates



External Evaluator Assessment Form

Program Name:……..

Evaluator Name:……

Date of Evaluation:……

Evaluation Criteria

Please rate each criterion on a scale of 1 to 5 (1 = Poor, 5 = Excellent). Provide comments as necessary.

1. Curriculum Relevance

Rating: ____

Comments:……
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2. Teaching Quality
Rating:
Comments:
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3. Student Engagement
Rating: ____

Comments:
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4. Resources and Facilities
Rating: ____

Comments:
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5. Outcomes and Achievements
Rating: ____

Comments:
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Summary of Findings

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Recommendations for Improvement

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Evaluator Signature:_____

Date:_____



EVALUATION FORM

Evaluation Area	Subcategory	Ranking Criteria				
		1	2	3	4	5
Governance	Leadership Structure					
	Decision Making Processes					
	Policy Development and Implementation					
	Transparency and Accountability					
	Stakeholder Engagement					
Curriculum Relevance	Alignment with Industry Standards					
	Integration of Practical Experience					
	Regular Reviews and updates					
	Student Feedback Mechanisms					

	Inclusivity of Diverse Perspectives					
Student Engagement	**Opportunities for participation**					
	Support Services and Resources					
	Extracurricular Activities					
	Communication Channels					
	Student Representation in Governance					
Resources and Facilities	**Library Learning Resources**					
	IT Infrastructure					
	Classroom and Laboratory					
	Accessibility and Inclusivity					
	Maintenance and Upkeep					
Staff Complement	**Qualifications and Expertise**					
	Professional Development Opportunities					
	Staff-to-Student Ratio					
	Diversity and Inclusivity					
	Staff Engagement					

Rating Criteria:
-1:Poor -2:Fair
-3:Good -4:Very Good
-5:Excellent



Action Plan for Follow-Up on External Evaluation

Program Name:_____

Date of Evaluation Report:_____

Developed By:_____

Date:_____

Recommendation	Action Steps	Responsible Person	Timeline	Status
1.				
2.				
3.				
4.				

Follow-Up Review Date:_____

Comments:

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These policies and templates aim to provide a structured and effective approach for external monitoring and evaluation of academic programs at the University of Lilongwe, ensuring continuous improvement in academic quality and relevance.