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Approved By	President, VP of Operations
Upcoming Review	March 2028

Annual Anonymous ACATCM Internal Review

Purpose

The purpose of this policy is to provide a mechanism for anonymous review by academic faculty of the policies, procedures, and practices of the Alberta College of Acupuncture & Traditional Chinese Medicine (ACATCM) and to promote continuous improvement in the delivery of academic services to students.

Scope

This policy applies to all academic faculty members of the ACATCM.

Policy Statement

ACATCM is committed to promoting transparency and accountability in its academic operations. The College recognizes that faculty members are in a unique position to provide constructive feedback on the policies, procedures, and practices of ACATCM. Anonymous review of ACATCM by academic faculty provides a valuable source of feedback for the College to assess its academic services and operations.

This anonymous review will be directed under the office of the Vice-President of Operations.

Procedure:

1. **Frequency of Anonymous Review**
The anonymous review will be conducted once every academic year or as deemed necessary by the administration.
2. **Process of Anonymous Review**
The review will be conducted on the staffs Microsoft 365 account. The staff members will receive a link in their email to allow access to the anonymous survey questions. The survey will be designed to gather feedback on the policies, procedures, and practices of the College related to academic matters.
3. **Confidentiality**

All responses will be kept strictly confidential, and the anonymity of the respondents will be maintained. The results of the anonymous review will be reported to the administration of the College without revealing the identity of the respondents.

4. Follow-up and Action Plan

The administration of the College will review the results of the anonymous review and develop an action plan to address the feedback provided by the faculty members. The action plan will be shared with the faculty members and the College community as appropriate.

5. Monitoring and Evaluation

The administration of the College will monitor the implementation of the action plan and evaluate the effectiveness of the measures taken to address the feedback provided by the faculty members. The results of the evaluation will be used to improve the anonymous review process and promote continuous improvement in the academic services provided by the College.

6. Conclusion

The anonymous review of ACATCM by academic faculty is an important mechanism for promoting continuous improvement in the academic services provided by the College. The College is committed to ensuring that the process is conducted in a confidential and transparent manner and that the feedback provided by the faculty members is used to develop an action plan to address any areas for improvement.