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| **Date:** Click here to enter a date. | DVCA and Faculty/Directorate determine mutually suitable dates for Self Study submission and Panel Meetings. |
| **Date:** Click here to enter a date. | DVCA to inform Academic Board of Faculty Review - verbal report |
| **Date:** Click here to enter a date. | Faculty/Directorate to submit Self Study to DVCA.  Submit draft site visit program to DVCA.  Recommend panel members for DVCA to approve. |
| **Date:** Click here to enter a date. | **DVCA to appoint panel. Refer to policy**  Chair  Senior Academic/Educator (from another Faculty/Directorate)  External Member  University Council member  Executive Officer – Faculty/Directorate |
| **Date:** Click here to enter a date.  Logistics | **Organise logistics**  Book venues, travel, accommodation, dinner bookings, transfers.  catering and IT support. Date confirmed  **Day One Room details**:  Room location (panel meeting)  Room location (panel breakout)  Room location (room spare)  Room location (Gippsland/Berwick/Wimmera videoconference)  **Day Two Room details:**  Room location (panel meeting)  Room location (panel breakout)  Room location (room spare)  Room location (Gippsland/Berwick/Wimmera videoconference) |
| **Date:** Click here to enter a date.  Call for submissions 6 wks prior meeting date - close date  2 wks before meeting date | **Call for submissions - attach Faculty/Directorate Self Study document**   1. Publish on FedNews 2. Email to other organisations:  * names/addresses * letters to DVCA to sign and email out * Closing date for submissionsClick here to enter a date. |
| **Date:** Click here to enter a date.  Program | **Faculty Review Program**  Issue updated program close to meeting with interviewee names included.   * Exec Dean/Director * Faculty/Directorate Senior Team   Example below   * HDR students * Undergraduate students * General/professional staff * Students * Others * Teacher Education * Community & Human Service and Social Works / Criminal Justice * Humanities and Social Sciences * Visual and Performing Arts * Research and engagement * Or appropriate staff |
| **Date:** Click here to enter a date.  Documents to the Panel | **Review documents out to Panel members**: (at least 4 wks prior)  Program  Faculty Self-Study and appendices  Policy and Procedure  Campus Map  University Strategic Plan  Emailed above to Panel (noted key appendices) date:  Click here to enter a date. |
| **Date:** Click here to enter a date.  Confirm final program | to be scheduled into the Program.  Names of interviewee  Names of interviewee  Names of interviewee  Names of interviewee  Names of interviewee  Names of interviewee  Advise interviewees of their times |
| **Date:** Click here to enter a date.  Closing date for submissions 5pm | **Submissions received to be sent to the Review Panel**  Email submissions and updated program to Panel |
| **Day Month Year Day 1 Panel Meeting** | **Review Panel meet 11am - 5pm**  (Dinner 6.30 pm) |
| **Day Month Year Day 2 Panel Meeting** | **Review Panel meet 9am - 4pm** |
| Panel Report **Draft**  **Final**  To the DVCA  DVCA to invite response from Faculty/Directorate.  **Faculty Response.**  **DVCA** to Academic Board for comment.  **DVCA** to discuss appropriate actions with VC who will advise Council accordingly. | Timeframe to be advised.  EO to take notes and prepare draft report for Chair. |