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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**ChairSenior Academic/Educator (from another Faculty/Directorate)External MemberUniversity Council memberExecutive 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 date2 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 ProcedureCampus MapUniversity Strategic PlanEmailed 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 intervieweeNames of intervieweeNames of intervieweeNames of intervieweeNames of intervieweeNames of intervieweeAdvise 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 DVCADVCA 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. |