

Review of Schools Procedure

Policy Code: LT953

Table of Contents

Introduction	1
School Self-Study	1
Review Panel Process	2
Review Program	2
Reporting Procedures	3
Costs	3
School Review Process Flowchart	3
Implementation	4

Introduction

These guidelines outline the process to be applied when conducting a review of a School at the University. The School Review process includes the following stages:

- School Self Study.
- Review Panel Process.
- Review Program.
- Reporting Procedures.

Refer to:

- School Review Program Sample.
- School Review Process Flowchart.

School Self-Study

1. The School will prepare a self-study (up to 20 pages) addressing the Terms of Reference (see School Review Policy for Terms of Reference) and containing any recommendations that it may wish to make with respect to its future activities or directions.
2. The self-study will include, where appropriate, (in the form of appendices) the following data and documents (both qualitative and quantitative specific performance indicators should be used):
 - School Strategic and Operational Plans (current and next 3 years).
 - Report against the School's Plans (previous 3 years).
 - Staffing Profile and Management Plan.
 - Overview of the School Budget, including funding sources (last 3 years).
 - Program performance data, as contained in the Annual Program Health Check including preferences student enrolment trends by program/campus (last 3 years). An analysis of data concerning student completions and destinations including Program Experience Questionnaire and Graduate Destination Survey (last 3 years). Comparisons of national averages and other relevant benchmarking data, including cohorts.
 - Trends in international student enrolments (last 3 years).

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CRICOS Provider Number: 00103D

- Student progression and completion rates by program/campus (last 3 years).
- Trends in (for Higher Education Schools): research postgraduate student enrolments and completions; quality of supervision; research income; and research publications (last 3 years).
- For TAFE Schools, trends in : Industry engagement, commercial income, new partnerships, development of innovative program delivery, quality compliance
- The contribution of the School through its strategic operational plans to the University's strategic plan.
- The appropriateness and effectiveness of the organisation and management of the School, including:
 - the effectiveness of leadership, planning and administration;
 - the role of the School within the entire University and its inter-relationships with other Schools and Sections;
 - the School 's staffing profile (age, qualifications etc) and its approach to human resource management, including staff development for academic and general staff;
 - student and staff access to infrastructure, including space and equipment;
 - resources including financial and other asset management
- The appropriateness and effectiveness of the organisation and management of the School, including:
 - program planning and the appropriateness of existing and planned programs;
 - the quality to teaching and learning both on and off campus;
 - student and graduate outcomes including retention progression and employment;
 - research plans and achievement including research training, and congruence with the University's re-search plans ;
 - the nature and success of the School's internal and external partnerships, relationships and activities;
 - international activities;
 - market identity and success in attracting students; and
 - Commercial activity.
- To advise the Deputy Vice-Chancellor (Academic) on areas of excellence, areas of potential, and opportunities for improvement.
- To provide advice on any other matters referred to the Panel. Additional Terms of Reference may be identified in response to particular circumstances

Review Panel Process

1. The self-study will be sent to panel members four weeks before the visit. Panel members will be asked to indicate any additional information they wish the School to prepare before the visit.
2. At least one month before the Review visit, the Executive Officer will call for submissions from members of the University interested in conveying their views to the Review Panel. Submissions will be collated and provided to the Review Panel one week before the visit takes place.
3. Where appropriate, external groups or individuals may also be invited to make submissions to the Review.
4. The Panel will conduct a site visit (normally two days) to the School (refer to Attachment I Sample School Review Program), during which it will normally meet with the Dean, School Management Team, School Business Managers, members of the academic, teaching and general staff and students. The Review Panel may meet with such other groups or individuals as deemed appropriate.

Review Program

The Executive Officer, in consultation with the Dean or nominee, will develop the site visit schedule, which will be submitted to the Deputy Vice-Chancellor (Academic) for consideration and approval no later than six weeks prior to the site visit.

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A School review will normally include a two-to-three day site visit by the review panel to the University. During the site visit, the review panel:

- will interview/meet with a range of persons with a stake in the School under review
- may inspect physical and other facilities and resources that support the work of the School
- will identify key findings and indicative recommendations to make in relation to the terms of reference for the review.

The Deputy Vice-Chancellor (Academic) and the Dean or nominee will collaboratively identify incumbents of positions or persons with whom the panel should meet or whom the panel should interview during the site visit.

The Executive Officer, in consultation with the Dean or nominee, is responsible for organising the arrangements for the participation of persons identified for meeting with, or interview by, the review panel.

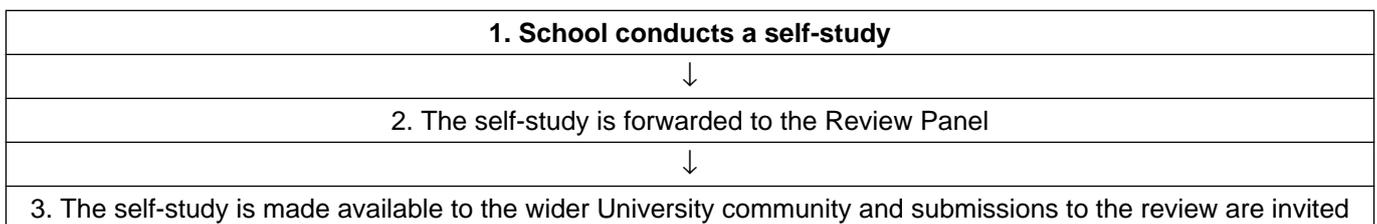
Reporting Procedures

1. Following the Review, the Panel will report to the Deputy Vice-Chancellor (Academic).
2. The Deputy Vice-Chancellor (Academic) will invite the School to respond in writing to the Panel's Report.
3. The Deputy Vice-Chancellor (Academic) will invite the Academic Board to respond to the Panel's report and the School's response.
4. The Deputy Vice-Chancellor (Academic)'s response to the Review will take account of the Panel's report, Academic Board's advice and the School's response.
5. The Deputy Vice-Chancellor (Academic) will discuss the Review Report and responses with the Vice-Chancellor to determine actions arising from the review.
6. The Vice-Chancellor will present the Review Report and the Deputy Vice-Chancellor's response to Academic Board and to Council.
7. The Dean will report to the Deputy Vice-Chancellor (Academic) on the implementation of the outcomes of the review within the first 12 months and, as appropriate, in the subsequent 2-3 years.

Costs

The costs of the Review will be met by the School.

SchoolReview Process Flowchart



Forms.

- [1. Review of Faculties/Directorate Guidelines](#) (DOTX 222.2kb)
- [2. Timeline for Review of Faculty/Directorate template](#) (DOCX 78.7kb)
- [3. Review of Faculties/Directorate Site Visit Program template](#) (DOCX 238.8kb)
- [4. Review of Faculties/Directorate External Stakeholder questions](#) (PDF 75.3kb)
- [5. Review of Faculties/Directorate Internal Stakeholder questions](#) (PDF 76.5kb)

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Implementation

The [Review of Schools Procedure](#) will be implemented throughout the University via:

1. An Announcement Notice under 'FedNews' on the 'FedUni' website and through the University Policy 'Recently Approved Documents' webpage to alert the University-wide community of the approved Procedure, and
2. Inclusion on the University's online Policy Library.

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