Table of Contents

Purpose ......................................................................................................................................................... 1
Scope ............................................................................................................................................................ 1
Definitions ...................................................................................................................................................... 1
Policy Statement ............................................................................................................................................. 2
  Authority and Timing ............................................................................................................................... 2
  Review Panel ......................................................................................................................................... 2
  Terms of Reference ................................................................................................................................ 2
  Reporting of Review Outcomes ............................................................................................................... 3
Responsibility ................................................................................................................................................. 3
Legislative Context ......................................................................................................................................... 3
Associated Documents ................................................................................................................................... 3
Implementation ............................................................................................................................................... 3

Purpose

As part of its quality assurance procedures, the University will conduct School Reviews for the purpose of:

1. Providing advice to the Deputy Vice-Chancellor (Academic) on the internal organisation and management of the School and its relationship to the University.
2. Enabling the Deputy Vice-Chancellor (Academic) to assess the performance of the School and its programs within the context of the University's Strategic Plan.
3. Setting out a strategy and plan for the future development of the School.

Scope

The policy applies to all Schools.

Definitions

The Schools encompasses the following:

- Federation Business School
- School of Education
- School of Arts
- School of Health Sciences
- School of Nursing and Healthcare Professions
- School of Science, Engineering and Information Technology.
- Federation University TAFE
Policy Statement

To achieve the stated purpose, the review of University Schools will be conducted according to the following criteria and the corresponding Review of Schools Procedure.

Authority and Timing

1. School reviews are conducted normally on a 5-yearly basis and report to the Deputy Vice-Chancellor (Academic). A School may also request the Deputy Vice-Chancellor (Academic) to initiate a School Review out of the normal review cycle. A timetable scheduling the reviews is available from the Deputy Vice-Chancellor (Academic)’s office.
2. School reviews are conducted as determined by the Deputy Vice-Chancellor (Academic).
3. The Deputy Vice-Chancellor (Academic) will notify Council and Academic Board that a review has been commissioned.
4. A minimum set of performance indicators will be used on a yearly basis to judge interim progress by a School.

Review Panel

1. The Panel members will be appointed by the Deputy Vice-Chancellor (Academic). Advice will be sought from the School on suitable external participants to serve on the Review Panel.
2. The panel members will be:
   • Chair: An independent external chair who will be the nominee of the Deputy Vice-Chancellor (Academic)
   • One senior academic or educator, from the University, but from another School.
   • One external member with wide experience in a cognate area, including where appropriate, members from the professions/industry.
   • One member of the University Council nominated by the Chancellor.
3. Executive Officer from Engagement Portfolio.

Terms of Reference

To consider:

1. The contribution of the School through its strategic and operational plans to the University’s Strategic Plan.
2. The appropriateness and effectiveness of the organisation and management of the School, including:
   • the effectiveness of leadership, planning and administration in the School
   • the role of the School within the entire University and its inter-relationships with other Schools and Portfolios
   • the School’s staffing profile (age, gender, 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 and contribution to the provision of fully-funded education both within Australia and overseas
3. The appropriateness and effectiveness of the School’s performance with respect to:
   • Program planning and the appropriateness of existing and planned programs.
   • to the management of teaching and learning quality in the School, both on and off campus;
   • student and graduate outcomes including, rates of retention, progression, and completion;
   • research plans and achievement including research training, and congruence with the University’s research plan;
• 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.

4. To advise the Deputy Vice-Chancellor (Academic) on areas of excellence, areas of potential, and opportunities for improvement.

5. To provide advice on any other matters referred to the Panel. Additional Terms of Reference may be identified in response to particular circumstances.

Reporting of Review Outcomes

1. The Review Panel will report to the Deputy Vice-Chancellor (Academic), who will seek a response from the School. The Panel Report and School Response will be sent to Academic Board for advice. Using the Panel Report, School Response and Academic Board’s advice, the Deputy Vice-Chancellor (Academic) will discuss the review report with the Vice-Chancellor to determine actions that arise from the review. The Vice-Chancellor will provide advice on the Review to Council.

2. The School will report on the implementation of the outcomes of the review as required by the Deputy Vice-Chancellor (Academic).

Responsibility

The Deputy Vice-Chancellor (Academic), or nominee, has overall responsibility for the implementation and review of this Policy.

Legislative Context

No legislative directives apply.

Associated Documents

• Review of Higher Education Schools Procedure

Implementation

The Review of Schools Policy 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 Policy, and

2. Inclusion on the University's online Policy Library.