Purpose

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

1. Providing advice to the Deputy Vice-Chancellor (Academic) on the internal organisation and management of the Faculty and its relationship to the University.

2. Enabling the Deputy Vice-Chancellor (Academic) to assess the performance of the Faculty 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 Faculty.

Scope

The policy applies to all Faculties.

Definitions

The Faculties encompasses the following:

- Federation Business School
- Faculty of Education and Arts
- Faculty of Health
- Faculty of Science and Technology
- Federation University TAFE
- Federation College

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

**Authority and Timing**

1. Faculty reviews are conducted normally on a 5-yearly basis and report to the Deputy Vice-Chancellor (Academic). A Faculty may also request the Deputy Vice-Chancellor (Academic) to initiate a faculty Review out of the normal review cycle. A timetable scheduling the reviews is available from the Deputy Vice-Chancellor (Academic)’s office.

2. Faculty 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 Faculty.

**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 Faculty.
   - 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 Faculty through its strategic and operational plans to the University’s Strategic Plan.

2. The appropriateness and effectiveness of the organisation and management of the Faculty, including:
   - the effectiveness of leadership, planning and administration in the Faculty
   - the role of the Faculty within the entire University and its inter-relationships with other Faculties and Portfolios
   - the Faculty’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 Faculty’s performance with respect to:
   - Program planning and the appropriateness of existing and planned programs.
   - the management of teaching and learning quality in the Faculty, 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 Faculty’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 Faculty. The Panel Report and Faculty Response will be sent to Academic Board for advice. Using the Panel Report, Faculty 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 Faculty 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 Faculties 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.