

GUIDELINES FOR SCHOOL REVIEWS

Purpose

These guidelines specify requirements and processes associated with formal cyclical reviews of schools as required under the [University Reviews Policy](#) and should be read in conjunction with that policy.

Procedures

1. Scheduling and Approval of School Reviews

School reviews will be held at least every five years and the schedule for these reviews, as approved by the University Executive Committee, will be published on the [University website](#). Any changes to the schedule require the approval of the Senior Executive Group or the Vice-Chancellor and President.

The Senior Executive Group or the Vice-Chancellor and President may approve the conduct of a school review at a time other than scheduled.

The Office of Quality and Reviews will update the schedule as required and on conclusion of a school review to include the next five-yearly review of that school.

2. Terms of Reference

Standard terms of reference for a school review, as approved by the Executive Committee, are at [Attachment A](#).

The standard terms of reference may be modified by the Dean, in consultation with the Deputy Vice-Chancellor and Vice-President (Academic), to suit the specific circumstances of the school being reviewed.

3. Proposed Timetable

A proposed timetable for a school review is at [Attachment B](#). Specific dates for the panel meeting are to be determined in consultation with the Dean or senior delegate.

4. Self-Assessment Report

The school being reviewed will prepare a self-assessment report focusing on the terms of reference. A template and standard data set for the self-assessment report will be provided by the Office of Quality and Reviews.

It is expected that the self-assessment report will be developed with input from staff and students of the school. The final self-assessment report will be presented to the review panel for their consideration.

5. Review Panel

A review panel of between three and six independent members will be appointed to undertake the review of the school. Where possible, one member will be a student representative (for example, a student representative on the University Academic Senate). The composition of the review panel will be agreed between the relevant Dean and the Deputy Vice-Chancellor and Vice-President (Academic).

Members may be appointed from within the University (external to the school being reviewed) or from external organisations. Members must have the appropriate skills, knowledge and commitment to provide a valuable contribution to the review. The panel membership should be sufficiently broad to allow for a range of perspectives and expertise. Any perceived or real conflict of interest related to the review must be declared and managed according to the University's [Conflict of Interest Policy](#). One member of the panel will be appointed as chair.

6. Stakeholder consultation

In consultation with the Dean and Deputy Vice-Chancellor and Vice-President (Academic), a limited number of targeted stakeholders will be asked to provide confidential submissions to the review panel.

Notice of the review will be posted on the University website by the Office of Quality and Reviews. Interested parties will be able to provide confidential submissions and identify their interest in attending an interview with the panel.

7. Review

The review panel will review and consider the self-assessment report, stakeholder submissions and any associated information.

The panel will meet with the Dean and other relevant members of staff, students and stakeholders. The panel may decide to visit the school being reviewed and/or other relevant locations (e.g. partner locations, external teaching venues). Usually a visit would be no longer than 3 days duration.

The chair of the review panel will submit a draft report on the panel's findings, as per the terms of reference and including any commendations and recommendations¹, to the Dean for correction of errors of fact. The final report will be presented to the school for comment and development of an action plan to implement the report recommendations.

The final report, school comments and action plan will be presented to the University Executive Committee for consideration and approval. Academic aspects of the review report and action plan will be considered by the Academic Senate.

8. Post Review Implementation and Monitoring

Following agreement by the University Executive Committee, the action plan is to be implemented by the school, with oversight by the Dean.

¹ Recommendations should be revenue neutral where possible, i.e. not require significant investment.

The school is required to provide updates to the University Executive Committee (via the Office of Quality and Reviews) on the progress of the actions every 12 months until fully implemented, or as otherwise agreed.

The review report, action plans and implementation updates will be published on the [University website](#). Access to the documents will be limited to University staff, with a University staff login required.

Support

The Office of Quality and Reviews will provide support and information for school reviews, including:

- Drafting the schedule for school reviews in consultation with Deans for approval by the University Executive Committee.
- Co-ordinating with the Dean and/or School Manager, specifically:
 - Developing the terms of reference, proposed timetable for the review and proposed panel membership
 - Seeking stakeholder input
 - Planning the agenda for the panel visit
- Providing advice to schools on the review process, development of the self-assessment report and development of an action plan
- Providing a standard data set for inclusion in the self-assessment report
- Supporting the review panel: providing administrative support and strategic advice, drafting the panel report and recommendations on behalf of the panel
- Managing the process for finalising the panel report and seeking agreement from the University Executive Committee on the proposed action plan
- Monitoring the progress of each review against the timetable
- Tracking the implementation status of agreed action plans
- Updating the [University Reviews Policy](#) and associated guidelines and templates as required
- Maintaining information, templates, review reports etc. on the University website

Attachments

A – Terms of Reference

B – Proposed timetable

School Review Terms of Reference

Preamble

The purpose of the school review is to:

- ensure the University's activities contribute effectively to the achievement of the University's mission and key strategic objectives as outlined in the *Securing Success 2015-2020 Strategic Plan*
- ensure the Higher Education Standards Framework (Threshold Standards) 2015, as specified under the *Tertiary Education Quality and Standards Agency Act 2011*, is adhered to
- check any other compliance requirements are observed
- recognise areas of excellence, and
- identify opportunities and make recommendations on matters for improvement

A school review is also an opportunity to assist with any required professional accreditation, by gathering evidence that will be needed for professional accreditation and identifying potential areas for improvement prior to accreditation.

The review will be evidence based and recommendations should be constructive in nature. Cyclical reviews are conducted in accordance with the [University Reviews Policy](#) and associated guidelines.

Terms of Reference

The terms of reference for the school review are to evaluate and provide commendations and recommendations on the [Securing Success 2015-2020 strategic goals and objectives](#) and the [Higher Education Standards Framework \(Threshold Standards\)](#).

The review is to evaluate and provide commendations and recommendations on extent to which the school:

1. is distinctively student-centred, effectively integrating academic and personal support at all stages of the student lifecycle
2. has a research strategy and performance that aligns with the University's strategic objective of being a research-led University with regional, national and global impact, including identifying opportunities for research development
3. offers a research-informed learning experience that is innovative, flexible and responsive, including identifying opportunities for new courses and programs and discontinuation of areas to maintain competitive position
4. is expanding its international reach and reputation, including identifying opportunities for growth
5. is an anchor institution and leading advocate and champion for Greater Western Sydney (GWS) and its people
6. has a dynamic and innovative culture that secures success, and
7. adheres to the Higher Education Standards Framework (Threshold Standards).

In addition to the above, the review will evaluate and make recommendations on the portfolio of courses offered by the school based on annual course reports. This will include the design and content of each course of study, the expected learning outcomes, the method for assessment of those outcomes, and the extent of students' achievement of learning outcomes.

School Review Proposed Timetable

