

Academic (Faculty) Review Policy

Section 1 - Purpose

(1) As approved by the Board of Governors on 1 May 1991 (BG 91/44).

Section 2 - Glossary

(2) Nil.

Section 3 - Policy

(3) It is the University policy that there are regular reviews of Faculties and their constituent parts. Such reviews should:

- a. assess teaching, research and other contributions of a Faculty to the the University and to the community; and
- b. provide guidance on priorities and strategies for the Faculty's future development.

Section 4 - Procedures

Part A - Timetable for Reviews

(4) Faculties will normally be reviewed at intervals of about five years. However, although less than five years may have passed since the last review the Vice-Chancellor may decide that a review take place when:

- a. the position of Dean becomes vacant for any reason or a contract of appointment is within 12 months of ending; and
- b. there are special circumstances such that the Vice-Chancellor deems a review to be desirable.

(5) The Vice-Chancellor may, where circumstances warrant:

- a. determine that a full review is unnecessary and limit the review to part of a Faculty, or limit the terms of reference; or
- b. may decide to defer a review.

Part B - Advice from the Faculty

(6) When a review has been announced, the Faculty Board may raise issues relevant to the review and suggest persons for appointment to the review.

(7) The Faculty Board shall present to the Vice-Chancellor a comprehensive report addressing the terms of reference specific to the review.

Part C - Advice from the Academic Senate

(8) The Academic Senate may present to the Vice-Chancellor a report addressing the terms of reference specific to the review.

Part D - Membership of Review Committees

(9) After taking advice, the Vice-Chancellor shall appoint a review committee. A review committee shall normally comprise:

- a. three eminent persons in fields relevant to the work of the Faculty, but drawn from outside the the University one of whom shall be named as chairperson; and
- b. one academic drawn from within the the University, but not of the Faculty under review.

(10) Where only part of a Faculty is subject to review the Vice-Chancellor may appoint the Dean of the Faculty as a member of the review committee.

(11) The composition of the review committee shall be consistent with equal employment opportunity principles.

Part E - Terms of Reference

(12) The terms of reference for each review shall be determined by the Vice-Chancellor. The following matters should normally be addressed.

(13) The review will assess the Faculty's current success and future capability in meeting the aims and objectives expressed in the Faculty's development plan. In addressing these matters, the review committee, in the context of the Faculty's human, physical and financial resources, should normally assess the following:

- a. the course profile of the Faculty including the:
 - i. need and demand for each course in the profile;
 - ii. performance in offering the profile;
 - iii. adequacy of the processes used by the Faculty to assess its performance;
 - iv. actions taken by the Faculty to improve its performance;
 - v. capacity of the Faculty to offer and continue to offer its course profile;
 - vi. efficiency of the course profile including the extent to which there is articulation between the courses offered by a Faculty and other faculties in the the University;
 - vii. efficiency of the course profile including the extent to which there is articulation between the courses offered by a Faculty and institutions external to the the University;
- b. the Faculty's record of research and scholarship and its standing in the national and international academic communities;
- c. the relationship of the Faculty to other areas of the the University, particularly with regard to the provision of service subjects;
- d. the staffing, equipment, accommodation and other resources available to the Faculty; and
- e. the links between the Faculty and private and public sectors, professional groups, and the wider community, including cooperative education programs, consultancy and fee-paying credit and non-credit courses.

(14) The Vice-Chancellor may also include in the terms of reference a requirement to assess and report on the performance of the Faculty.

(15) A review committee shall consider:

- a. whether the Faculty as presently comprised should continue, whether each School within the Faculty should remain independent or be merged wholly or in part with another School; and
- b. the priorities and strategies for the future development of the Faculty. Reference should be made to changes that can be made that would increase the effectiveness of the Faculty in fulfilling its mission.

Part F - Review Process, Report and Implementation

(16) The review committee shall consult as widely as it deems appropriate both within the the University and outside including a call for written submissions. The present or retiring Dean of the Faculty subject to review shall be afforded the opportunity to make a submission, verbally or in writing or both, to the review committee. Any officer of the the University may be asked to provide relevant information to the review committee.

(17) The review committee shall normally present an interim report to the Vice-Chancellor with any minority or dissenting report thereof. The Vice-Chancellor shall normally refer such an interim report for comments to the Faculty concerned and to such other persons, committees or bodies such as the Academic Senate as he or she deems appropriate. Any comments proffered shall be referred by the Vice-Chancellor to the review committee for consideration prior to submitting the final report.

(18) The Vice-Chancellor shall refer the final report to the Academic Senate for comment, and thereafter the Vice-Chancellor may refer the report to the Council with recommendations to the Council for decision.

Section 5 - Guidelines

(19) Nil.

Status and Details

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