External Faculty Review: Terms of Reference

Purpose

Based on the requirements of the *Higher Education Standards Framework (Threshold Standards) 2021*, External Faculty Reviews determine the extent to which the faculty has contributed to the University's Strategic Plan, achieved its objectives and those of the University, and addressed challenges and opportunities to ensure sustainability and viability.

The review should give recognition to **good practices**, successful outcomes and faculty **strengths** in addition to providing recommendations for **improvements** in practices, performance or approach to assure and continually improve quality. It should also identify approaches to **ensure sustainability** and viability by addressing challenges and reflecting on opportunities now and into the future.

The review comprises:

- Self-assessment by the faculty (based on existing data and reporting);
- An external panel to review faculty activity, performance and future direction; and
- A site visit and interview process conducted by the external panel for faculty students, staff and other relevant stakeholders.

Review Panel Membership

The Review Panel may include up 5 members:

- Up to three external members including Chair (3) nominated by the faculty Executive Dean, with approval from the Executive (or delegate);
- One or two academic/professional staff from another faculty (2);
- One HDR and one coursework student from the faculty, current or recently graduated.

A Review Panel Secretary will be provided by the faculty or a central unit to manage panel communication, activity and travel, maintain minutes of panel meetings and discussions, and create a record of reports and associated material for official University records.

Review Panel members should commit 5 days across the review cycle to review the faculty self-assessment, undertake a site visit, and draft and finalise the Review Panel report.

Oversight of the review and governance of the review mechanism will be undertaken by the Executive.

Scope of Review

In making recommendations, the Review Panel will examine past performance, current practice, future planning and reflect on emerging challenges and opportunities. The faculty will undertake a self-assessment and provide the Review Panel with a summary report of data based on the terms of reference (see below), with interpretation, analysis and narrative provided by the Executive Dean, matched to historical data and future plans.

Supporting data and reporting for the review should include:

Number	Terms of Reference	Sample Data and Reporting
1.	Learning and teaching performance, priorities and opportunities	- Student performance and satisfaction reporting - Student load, distribution and profile trends - Staffing profile (including staff qualifications) - Third party provider reviews and evaluations - External benchmarking of courses/units
2.	Student experience and satisfaction	QILT reporting
3.	Governance and management of the faculty	- Council reporting - Faculty operational plan - Faculty structure - Faculty workforce plan - Faculty risk plan - Faculty VOICE survey results action - University and faculty KPIs and progress
4.	Research and innovation performance, strategic approach to research, impact, priorities and opportunities, benchmarked globally	- Research performance reporting - Student satisfaction reporting
5.	Management and generation of resources, including financial	Faculty financial reporting over past three years
6.	External engagement	- Reporting identified/developed by the University Relations and Strategy portfolio - Research and Innovation reporting - Industry collaborations
7.	Internal quality assurance and compliance processes.	- Faculty Board minutes - Course Advisory Group minutes - Faculty Assessment Board minutes - Faculty Risk Assessment Plan - Academic Risk Assessment Plan
8.	Future positioning addressing strategic plans and objectives of the University	Faculty Operational Plan

Where necessary, the review will make recommendations for any change in the composition and functions of the faculty, its planning, management and administration and its teaching, research, internationalisation and community engagement.

Review Panel Process

A Review Panel with external chair will be convened with a list of reviewers provided to Executive for approval.

The faculty will complete and provide the self-assessment review and high-level report data, to the Review Panel to support their work.

The Review Panel will undertake a site visit to conduct interviews and consult with faculty members, students and other stakeholders to further inform recommendations.

The Panel will produce a Review Report with recommendations and commendations.

The Executive Dean will prepare a response to the Review Report, highlighting the outcomes of the report and the actions the faculty will be taking to review and improve the areas identified. An Implementation Plan will be developed by the faculty with the report and the response considered by the Executive and tabled at Academic Board.

A progress report on the outcomes of the Implementation Plan will be provided 6 and 12 months following the review.

Standard templates will be created for reporting review findings and recommendations, and implementation plans to address recommendations and ongoing monitoring of improvements.

Timeline

Each External Faculty Review should be completed within six months. Implementation of recommendations may take an additional 12-18 month period. It is anticipated that the Faculties of Education and Science & Technology will be completed in 2021, with the additional three faculties completed by mid-2023.

Quality & Service Improvement Unit
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