

DOCUMENT TYPE	P	
ADMINISTRATIVE	5	
QUALITY	4	
QUALITY ENHANCEMENT	2	
NUMBER	003	

ANNUAL OPERATIONAL MONITORING – FACULTY – PROCEDURES

Parent Policy Title	Organisational Unit Review Policy																					
Associated Documents	Annual Operational Monitoring – Regional Campus – Procedures Strategic (Five Yearly) Review – Faculty – Procedures Strategic (Five Yearly) Review – Course – Procedures Review of Units – Procedures Strategic (Five Yearly) Review – Research Centre – Procedures Strategic (Five Yearly) Review – Regional Campus – Procedures Annual Operational Report – Research Centre – Procedures																					
Preamble	<p>The Annual Operational Monitoring (AOM) process is an integral component of the University’s continuous quality improvement cycle. The process will focus on:</p> <ul style="list-style-type: none"> • Reviewing performance against operational plan targets and other core indicators of performance; • Evaluating outcomes and identifying areas for improvement; and • Developing plans for improvement to enhance the strategic and operational goals of the University, which will be included in the next operational plan. 																					
General	<p>The performance based AOM complements the external Strategic Five Yearly Review of the organisational unit.</p> <p>The AOM is essentially an organisational version of the individual performance and review procedures.</p> <p>The generic Terms of Reference should be customised and used for this review.</p>																					
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1. Schedule of Reviews	There is a schedule of reviews, encompassing both operational (annual) and strategic (five-yearly) reviews. The schedule may be found on the University website.		
2. Annual Planning and Review Cycle	Event	Timing	Responsibilities
	Senior Planning Retreat	April/May	DVC to develop agenda
	Draft University Operational Plan for following year developed	April	Senior Executive
	Draft Faculty Operational Plans for following year completed to inform budget process	May	Deans with DVC, DVC(R)
	Development of Budget	June – October	PRC
	Budget Forum 1	End July	Senior Executive
	Centrally produced performance measures, on current year's and trend data	End September	MIU, RGSO, Finance
	Budget Forum 2	October	Senior Executive
	Budget Forum 3	Late October	Senior Executive
	Revisions to University Operational plan in light of budget allocations	November	Senior Executive
	University Operational Plan for following year to Academic Board	November	Senior Executive
	Annual Budgets to Council	December	PRC
	University Operational Plan to Council	December or February	Senior Executive
	VCs performance review against University operational plan	December	Chancellor, Remunerations Committee
	Deans performance review against operational plans for current year	December	VC, DVC, DVC(R)
	Faculty planning retreat, revisions to faculty operational plans in light of budget allocations	January – February	Deans
	Centrally produced performance measures, on prior year's and trend data to be finalised	April	MIU, RGSO, Finance
	Faculty Operational Monitoring against previous year's operational plan targets and progress on this year's operational plan	May	DVC, Deans
Faculty annual reports to Academic Board	May	DVC, Deans	
Mid term report on University Operational plan to Council	June meeting	Senior Executive	

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3. Composition of AOM Panel	<p>The AOM panel will comprise:</p> <ul style="list-style-type: none"> Vice-Chancellor Deputy Vice-Chancellor Deputy Vice-Chancellor (Research) Dean of another Faculty (listed on review schedule document) Director Planning Secretariat (from Planning Unit)
4. Faculty Representatives	<ul style="list-style-type: none"> Dean Deputy Dean Associate Dean (Academic) Associate Dean (Research) Associate Dean (International) Faculty Registrar Faculty Finance Manager
5. Information to be considered	<p>Centrally produced data reports will inform the monitoring process. These comprise:</p> <ul style="list-style-type: none"> • Student & Teaching • Research & Research Training • Resource/Enabling Reports • Student feedback reports <p>Any recent Course or Unit reviews will also be considered.</p> <p>The Faculty will provide an analysis of its standing against its budget allocation.</p>
6. Process	<p>The Faculty will conduct a self-review against the faculty operational plan using the data provided by the RGSO, MIU and Finance, evaluating actual compared to desired outcomes and identifying areas for improvement in the following year. It will also provide progress reports on any recommendations from the previous year's AOM.</p> <p>A report will be prepared and presented to the AOM Panel, which will consider the information and make commendations and recommendations, which will be presented to the Planning and Resources Committee for advice.</p>
7. Faculty Report to Review Panel – format	<p>The Report format will reference the relevant strategic and operational plans.</p>

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8. Recommendations	Any recommendations made by the AOM Panel will be incorporated into the Operational Plan for the following year, and will be reported against in the next AOM Report, as well as in the five yearly Strategic Review report.
9. Additional documents	<p>There are a number of 'child' documents accompanying this procedure. They are:</p> <ul style="list-style-type: none"> • LTU Guidelines for administering the AOM • LTU Generic AOM Terms of Reference • LTU Operational Plan format
Status	New
Approval Body	Senior Executive Group 5 August 2008
Initiating Body	Senior Executive Group
Definitions	Not Applicable
Date Effective	January 1 2009
Next Review Date	January 1 2010
Keywords	review, organisational review, faculty review, monitoring, annual review, strategic review
Owner/Sponsor	Vice-Chancellor
Author	Pro Vice-Chancellor (Quality Enhancement)
Contact person	quality@latrobe.edu.au