


<b>DOCUMENT TYPE</b>	<b>D</b>	
<b>ADMINISTRATIVE</b>	<b>5</b>	
<b>QUALITY</b>	<b>4</b>	
<b>QUALITY ENHANCEMENT</b>	<b>2</b>	
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## STRATEGIC (FIVE YEARLY) REVIEW – FACULTY – PROCEDURES

<b>Parent Policy Title</b>	Organisational Unit Review Policy
<b>Associated Documents</b>	<p>Annual Operational Monitoring – Faculty – Procedures</p> <p>Annual Operational Monitoring – Regional Campus – Procedures</p> <p>Review of Units – Procedures</p> <p>Strategic (Five Yearly) Review – Course – Procedures</p> <p>Strategic (Five Yearly) Review – Research Centre – Procedures</p> <p>Strategic (Five Yearly) Review – Regional Campus – Procedures</p> <p>Annual Operational Report – Research Centre – Procedures</p>
<b>Preamble</b>	<p>Strategic Review is an integral component of the University’s continuous quality improvement cycle. It should consider</p> <ul style="list-style-type: none"> <li>• Previous Faculty, relevant School and relevant Regional Campus Annual Operational Monitoring (AOM) reports and the responses to those;</li> <li>• the Faculty’s contribution to the University <ul style="list-style-type: none"> <li>○ in achieving the University’s strategic plan; and</li> <li>○ in its relationships with other academic and administrative organisational units;</li> </ul> </li> <li>• Faculty Strategic Plan; and</li> <li>• Faculty organisation and management</li> </ul> <p>From a strategic perspective, the review should examine the Faculty’s</p> <ul style="list-style-type: none"> <li>• Teaching and Learning activities;</li> <li>• Research and Research Training;</li> <li>• Internationalisation;</li> <li>• Recruitment and retention of staff;</li> <li>• Integration into the communities it serves (including regional activity);</li> <li>• Marketing and positioning in the academic community; and</li> <li>• Infrastructure.</li> </ul>
<b>General</b>	<p>This external Strategic Five Yearly Review complements the AOM process.</p> <p>The generic Terms of Reference should be customised and used for this review.</p>

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<b>1. Schedule of Reviews</b>	<p>There is a schedule of reviews, encompassing both operational (annual) and strategic (five-yearly) reviews. The five yearly reviews would normally be associated with the appointment or reappointment of the Dean.</p> <p>The schedule may be found on the University website.</p>	
<b>2. Composition of Strategic Review Panel</b>	<p>The Strategic Review panel will comprise</p> <ul style="list-style-type: none"> <li>• A maximum of four members external to the University comprising an appropriate mix of senior academics in relevant discipline areas and members of relevant professional or industry organisations. The balance of academic and industry representation is likely to vary between faculties</li> <li>• Director Planning</li> <li>• Secretariat (from Planning Unit)</li> </ul> <p>When reviewing Faculties with more than one discrete academic discipline, external parties should be engaged as expert contributors to provide a written evaluation of the teaching and research activities of the Faculty.</p>	
<b>3. Selection of external review panel members and expert contributors</b>	<p>External parties selected to become Panel members or expert contributors should be acknowledged leaders in one or more of the discipline areas of the Faculty, have experience in academic leadership and have an ability to comment from an international perspective.</p> <p>The Dean of the Faculty should provide a list of potential external panel members and/or expert contributors to the Planning Unit four months before the Review (see also Timeline).</p>	
<b>4. Information to be considered</b>	<p>The Faculty's last several AOM reports, relevant School reports and Regional Campus AOMs and other annual information reports, including the Student &amp; Teaching, Research, Resource and QAU reports should be considered. Of most importance in this review, however, is the Faculty's rolling Operational Plan which will reference the Strategic Plan and other</p>	

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	<p>higher level plans including the Teaching and Learning Plan, Research Plan, Internationalisation Plan and Regional/Community Engagement Plan. The Faculty will also be asked to prepare a formal written submission to the Panel.</p> <p>Written submissions from interested parties (including staff, students, employers and professional bodies) will be requested and included in the review. Some parties may be invited to make a presentation to the Panel.</p>
<b>5. Process</b>	<p>The information described above, along with the written submissions, will be provided to the Panel and any expert contributors at least four weeks before the review.</p> <p>The review will comprise the following steps:</p> <p><b>Preparation:</b> including development of a submission from the Faculty being reviewed, calls for written submissions from interested parties, and selection of the Review Panel</p> <p><b>Review:</b> Two to four days of formal meetings between the Review Panel and any of the interested parties that have been selected to make presentations. The first draft of the Review Report should be prepared on the final day of the Review.</p> <p><b>Report:</b> Preparation of the Report, including time for the panel members to review and provide feedback. Report to be delivered to the Vice-Chancellor no more than one month after the Review meeting is completed.</p> <p><b>Submission:</b> The Vice-Chancellor will provide the Report to the Academic Board as soon as possible after receipt. Additional copies will be filed in the University's central records area and the Executive Summary and Recommendations posted on the University's website, restricted to internal access.</p> <p><b>Implementation:</b> including consultation with Faculty staff on implementation plans and development of a timeline for implementation of recommendations.</p> <p><b>Follow-Up:</b> In each AOM following the Review, a report on implementation of recommendations shall be included.</p>
<b>6. Report of Faculty to Review Panel format</b>	<p>The Report format will follow the format of the Strategic Plan and should include information on how the Faculty has contributed to the University's strategic directions since the last review, recommendations related to the faculty strategic direction and faculty structures, commendations and areas requiring improvement. The report format will be guided by the Terms of Reference for Strategic Reviews</p>
<b>7. Additional documents</b>	<p>There are a number of 'child' documents accompanying this procedure. They are:</p> <ul style="list-style-type: none"> <li>• LTU Guidelines for administering the Review</li> <li>• LTU Generic Terms of Reference for Strategic Reviews</li> </ul>

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<b>Status</b>	New
<b>Approval Body</b>	Senior Executive Group 5 August 2008
<b>Initiating Body</b>	Senior Executive Group
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<b>Next Review Date</b>	January 1 2011
<b>Keywords</b>	review; organisational review; faculty review; monitoring; annual review; strategic review
<b>Owner/Sponsor</b>	Vice-Chancellor
<b>Author</b>	Pro Vice-Chancellor (Quality Enhancement)
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