



# RESPONSIBILITIES OF REVIEW PANEL MEMBERS AND LEARNING AND QUALITY SUPPORT STAFF DURING REVIEWS

Convenors and Review Panel Members must advise Learning and Quality Support of any potential conflicts of interest prior to agreeing to be on a Review Panel. This includes having any personal friendships with staff in the area that is under review or have research collaborations with staff at the University of Adelaide. Whilst such connections may be unavoidable, full disclosure is requested to maintain probity and transparency. The information provided during the course of the review is to remain strictly confidential.

## Review Panel Convenor

- Liaise with the Executive Officer over the course of the review process, including:
  - Prior to the review, consider background documentation and request additional information if necessary; and
  - After the review has concluded, liaise in finalising the Review Report preferably within 2 weeks.
  - Attending the Review Panel Feedback Forum
- Manage the Review Panel visit including ensuring that:
  - The Terms of Reference of the review are considered and adhered to;
  - Interviewees are dealt with courteously and respectfully;
  - All Review Panel members have an opportunity to contribute;
  - The Review Panel adheres to the meeting schedule; and
  - There is a clear sense of the Review Panel's recommendations by the conclusion of the Review Panel visit so that a briefing can be provided at the exit interview and also to stakeholders and there is a clear direction for the drafting of the Review Panel's report.

## Review Panel Members

- Consider background documentation which will be provided 1 month before the visit;
- Consider the information before them with independence, impartiality and objectivity within the context of the Terms of Reference;
- Provide support in formulating strategic initiatives in addressing issues;
- Have regard to the outcomes of University reviews and policy directions, where these are clear;
- Assist the Convenor in ensuring that there is a clear sense of the Review Panel's recommendations by the conclusion of the review; and
- After the review has concluded provide input and feedback on the draft Review Report preferably within 2 weeks.

## Learning and Quality Support staff

- Contact the Faculty to initiate a review;
- Review any proposed changes to the standard draft Terms of Reference provided by Executive Deans and submit them for approval to PVC (Student Learning) for program reviews or Provost for unit reviews;
- Provide available statistical data for inclusion in the development of the Self-Evaluation Report (SER);
- Submit a list of prospective members for the Review Panel for approval to PVC (Student Learning) for program reviews or Provost for unit reviews;
- Contact prospective members regarding availability to sit on a Review Panel;
- Assemble background information relating to the program/unit to assist the Review Panel;
- Support the self-evaluation process, and supply approved SER to Review Panel.
- Prepare Briefing Paper to accompany SER.
- Contact stakeholders (internal and external) to invite written submissions;
- Arrange and organise the schedule for the Review Panel visit;
- Provide Executive Officer support to the Review Panel, including:
  - Additional information as needed;
  - Record notes on interviews and Review Panel discussions; and
  - Arrange additional interviews as requested.
- Provide the Review Panel with a draft of their recommendations on the final day of their visit;
- Finalise the draft Review Report in consultation with the Review Panel. Submit final Review Report to PVC (Student Learning) for program reviews or Provost for unit reviews;
- Seek feedback from Faculty prior to consideration by Academic Board or the Vice-Chancellor's Committee, as appropriate;
- Prepare paper, outlining Executive Dean feedback, to accompany Review Report to Academic Board or the Vice-Chancellor's Committee, as appropriate;
- Request development of an Implementation Plan from the Faculty addressing the recommendations approved by Academic Board or the Vice-Chancellor's Committee;
- Monitor and report on progress of the actions described in the Implementation Plan; and
- Undertake associated reviews management, e.g. maintain Reviews website; HPE filing and associated document management; reporting to the University Education Committee.

Version:	Date:	Change:	Initial:
2.0.0	4/2/2019	Formatting update	PNS
2.0.1	15/11/2019	Included Provost as sponsor for unit reviews; reviews management to be reported to University Education Committee (previously QEC)	AAA
Document Path	s:\dvca\dvca_office\academic\learning&quality\lqs\reviews\admin & operations\templates - reviews process\factsheets guidance notes (www\tor)\ser\wordversions\factsheet#4responsibilitiespanel&lqsfinal_v300.docx		
Effective Date:	01/02/2019	Review Date:	01/02/2020
		Authorised by:	Manager L&QS