



Review Timelines

The timeline for reviews are based on the date of the review panel visit which is determined by the availability of external panel members. Learning and Quality Support makes arrangements for the panel members to visit and once that is completed a date is confirmed. All other dates work backwards from the date of the review. The schedule for the panel visit and review interview is set at 2 days for program reviews and 3 days for unit reviews.

Parameters

The table below shows the timelines for both program and unit reviews. Some of the timelines will be fixed but others will be determined by the priorities of the self-evaluation. In particular any activities related to stakeholder engagement will be determined by the Internal Team based on the activities selected for this engagement.

The table can be modified to suit the self-evaluation priorities or other tools such as spreadsheets or Gantt charts can also be used to schedule stakeholder activities. It is up to the Internal Team to determine which tool will best suit their purpose.

Activity	Due Date	Notes	Status
Year Preceding Review			
LQS meet with Executive Deans	July in the year preceding the review	LQS will draft review schedule based on conversations with Executive Deans. Once these are finalised LQS will seek nominations for panel membership.	
Panel Nominations	Mid-late July in year preceding review	Nominations will be sought as soon as possible following meetings with Executive Deans. Executive Deans are to consult widely within the relevant School to identify suitably qualified academic staff for each review.	
Executive Deans provide nominations to LQS	mid-August	As soon as possible following consultation with school staff.	
Panel approval	No later than mid September	As soon as possible following advice from Executive Deans. (LQS reviews nominees when they are received to identify possible conflicts of interest and submits them for approval to PVC(SL) for program reviews or Provost for unit reviews. Panel convenors are determined by PVC(SL) or Provost based on advice from LQS. LQS will engage students for the reviews. Engagement will be based on selection criteria that are still to be established.	

Year of Review

Terms of Reference	At least 2 weeks prior to the establishment of the Internal Team	In consultation with staff of the School Faculty Executive Deans will have the opportunity to suggest additions or modifications to the ToR but final approval is by the PVC(SL) for program reviews or Provost for unit reviews.	
Internal Team formed	<Date>	This is 7 months prior to the scheduled review. The Internal Team will be chaired by the: - Program Coordinator for a Program Review - HoS for a Unit Review	
Self-Evaluation activities commence	<Date>	Following establishment of the Internal Team. This will include consultation with stakeholders to determine good practice, identify issues, consider strategies and consider available performance data. LQS will support this process. See guidance notes for more information on self-evaluation activities.	
Self-Evaluation Report (SER) completed and submitted for endorsement	<Date>	SER signoff by Executive Dean and other endorsing parties to be actioned.	
SER submitted to LQS	<Date>	SER submitted to Review Panel by LQS at least 1 month prior to the Panel convening.	
Review Panel Convenes	<Date>	Determined by availability of external academic panel members.	
Review Panel Feedback Forum	<Date>	Review Panel meets with school/faculty to present their preliminary commendations and recommendations.	
Panel Report	<Date>	Panel reports must be submitted to Panel members 2 weeks after the review has concluded.	
Report to PVC(SL)	<Date>	Panel report submitted from LQS to PVC(SL) for program reviews or Provost for unit reviews.	
Report to Faculty	<Date>	2 weeks after PVC(SL) or Provost has received the report.	
Faculty Response	<Date>	Nominally 4 weeks after report received by Executive Dean.	
Report submitted to Academic Board	<Date>	Next available Academic Board.	
Implementation Working Group formed	<Date>	Executive Dean in consultation with stakeholders approves the Implementation working group. The working group will be chaired by the: - Program Coordinator for Program Reviews - HoS for Unit Reviews	
Implementation Plan	<Date>	Developed by the Implementation working group. Within 6 weeks of Academic Board meeting.	
Progress Reports	<Date>	4 months and 8 months after initial implementation plan submitted to LQS.	

Related resources

Stakeholder Engagement – An Approach to Stakeholder Engagement [Guidance Note 1](#)

Stakeholder Engagement – Identifying stakeholders [Guidance Note 2](#)

Review Timelines and Process - Benchmarking - Program Reviews [Guidance Note 3](#)

Version:	Date:	Change:	Initial:
2.0.0	4/2/2019	Updated table	PNS
2.0.1	15/11/2019	Included Provost as sponsor for unit reviews	AAA
Effective Date:	15/11/2019	Review Date:	01/02/2020
		Authorised by:	Manager L&QS