



Review Timelines

The timeline for reviews is based on the date of the review panel visit. All other dates work backwards from the date of review.

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, depending on the preference of the Internal Team.

Activity	Due Date	Notes	Status
Year Preceding Review			
Educational Quality (EQ) meet with Executive Deans	July in year preceding review	EQ will draft review schedule based on discussions with Executive Deans. Once these are finalised EQ 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 EQ	mid-August in year preceding review	As soon as possible following consultation with school staff.	
Panel approval	No later than mid-September in year preceding review	As soon as possible following advice from Executive Deans. EQ 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 EQ. EQ 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 two weeks prior to the establishment of the Internal Team	In consultation with staff of the School 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>	Seven 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. EQ 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 EQ	<Date>	SER submitted to Review Panel by EQ five weeks 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 two weeks after the review has concluded.	
Report to PVC(SL)	<Date>	Panel report submitted from EQ to PVC(SL) for program reviews or Provost for unit reviews.	
Report to Faculty	<Date>	Two weeks after PVC(SL) or Provost has received the report.	
Faculty Response	<Date>	Nominally four 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 six weeks of Academic Board meeting.	
Progress Reports	<Date>	Four months and eight months after initial implementation plan submitted to EQ.	

Further enquiries

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