Responsibilities of Executive Deans in Academic Program and Unit Review Processes

Academic Program and Unit Reviews aim to address future prospects, give recognition to successful outcomes, and identify enhancement opportunities through formative self-evaluation, benchmarking, and participatory stakeholder engagement.

Reviews play a significant role in ensuring operational alignment with internal and external regulatory standards and frameworks, including any relevant professional accreditation standards. Reviews support and inform the University's strategic direction, policies, and systems.

Responsibilities of Executive Deans

Panel/Reviewer nominations and Terms of Reference

The Executive Dean will consult with all staff relevant to the areas under review to:

- nominate a list of Independent Reviewers/Panel members; and
- prepare a draft Terms of Reference.

The Executive Dean will submit the list of reviewer nominations and the draft Terms of Reference to Education Quality for approval by the Pro Vice-Chancellor (Student Learning) [PVC(SL)].

Internal Team

The Executive Dean will establish an Internal Team **at least seven months** prior to the scheduled Review. The Internal Team has responsibility for leading a process of self-evaluation and planning, in consultation with internal and external stakeholders and for coordinating the preparation of the Self Evaluation Report (SER).

It is recommended that the Executive Dean publish membership of the Internal Team across the Faculty and encourage staff to participate in the development of the SER. Staff should be invited to highlight good practice, raise issues and opportunities, and contribute to enhancement strategies and plans.

Once established, the Executive Dean will assist the Internal Team with preparations and resources.

Self-Evaluation Report (SER)

In preparing the Self-Evaluation Report (SER), the Internal Team will be guided by the approved Terms of Reference, and informed by:

- benchmarked context;
- reference to national and international exemplars, standards, and quality assurance frameworks;
- external accreditation documentation (if applicable) ;
- relevant institutional data;
- the internal team's consultation and collaboration with a range of internal and external stakeholders including staff, students, employers, alumni and other members of the wider community.

The SER submission deadline is provided by Education Quality. Typically the SER is submitted to Education Quality 5-6 weeks prior to the Review Panel convening.

The Executive Dean must endorse the SER prior to its submission to the Reviewer(s)/Review Panel by Education Quality.

Reviewer/ Review Panel

The Executive Dean may be called to advise the Reviewer(s)/ Review Panel on Faculty and University plans prior to and during the Review, and/or attend an exit interview conducted by the Reviewer/Review Panel.

Review Report and Recommendations

Once presented with the Review Report, the Executive Dean will prepare a Faculty response to the Report's recommendations. The Review Report and Faculty response are together submitted to Academic Board by the PVC(SL).

Implementation Plan and Implementation Working Group

Following endorsement of the Review's recommendations by Academic Board and their approval by the Vice-Chancellor and President, the Executive Dean will:

- Develop, execute, and monitor an Implementation Plan by assigning carriage to an Implementation Working Group.
- Establish the Implementation Working Group (in the case of Unit Reviews, in partnership with the School/Unit Head) and approve membership in consultation with stakeholders.
- Provide the Implementation Plan to Education Quality within six weeks of Academic Board's consideration of the Review Report, for submission to Academic Board by the PVC(SL).
- Provide progress reports to Education Quality at four months and eight months following the initial Implementation Plan, for submission to Academic Board by PVC(SL).

Further enquiries

Email: eq@adelaide.edu.au
Web: https://www.adelaide.edu.au/learning/reviews

APPENDIX

Education Quality (EQ) Services

In accordance with an agreed schedule of Program and Unit reviews occurring every 7 years, EQ will:

- contact the Faculty prior to the commencement of the six month self-evaluation period to advise of the processes, including commencing the discussions to finalise the Terms of Reference, to obtain nominees for the Review Panel, and to assist with the communications concerning the SER;
- provide key data and evidence in support of the SER and assist the Internal Team with preparations;
- contact internal and external stakeholders to invite confidential written submissions to EQ, to be provided to the Reviewer/Review Panel;
- assist communications with students as stakeholders (including in the development of the SER and, where applicable, student membership of the Panel, interviews, and the Review Panel Feedback Forum);
- send the SER endorsed by the Executive Dean to the Reviewer/Review Panel one month before the Review;
- where a 5-member Review Panel is formed:
    - schedule the Review Panel meetings and make arrangements for external members;
    - invite key stakeholders to interviews with the Panel;
    - prepare a timetable for the Review Panel's interviews;
    - schedule senior managers (ED/HOS) so they are able to attend the Review Panel's exit interview (a high-level summary of its recommendations) with the PVC(SL);
    - schedule the Review Panel Feedback Forum in which all staff and students can be advised of the Review Panel's proposed recommendations and outcomes;
- support the Reviewer/Review Panel's deliberations, including the formulation of recommendations and the drafting of the report;
- finalise the draft review report so that it can be submitted to the Reviewer/Panel for consultation, preferably within 14 days of the Reviewer deadline/ final Panel meetings;
- under the direction of the PVC(SL), refer the report to Faculty for an endorsement of the recommendations;
- prepare Academic Board/VCE cover-sheets to accompany the report, for submission by PVC(SL);
- upon receipt of the endorsement from Academic Board/VCE ask the Faculty to prepare an Implementation Plan to be completed within 6 weeks of Academic Board/VCE noting the report;
- facilitate submission of the Implementation Plan to Academic Board by PVC(SL);
- obtain progress reports from the post-review Implementation Working Group at the 4 month and 8 month reporting dates so that Academic Board may monitor progress on the implementation of the Review Panel's recommendations; and facilitate their submission to Academic Board by PVC(SL).

Resources

In addition to the EQ Officer supporting the review, resources for program and academic unit reviews are available on the University's website.

Membership of committees, internal teams and implementation working groups

Review Panel Membership

Academic Program Reviews	• Internal convener independent of the school/discipline area under review, and normally from a different faculty; • An external appointee (Professor, from the same or similar discipline to the program(s) under review); • An education specialist internal to the University (usually appointed from the Adelaide Education Academy); • Two students from the program under review; these students may be enrolled currently, or have graduated very recently from the award program.
Academic Program Reviews (Consolidated Process only)	• An external appointee (Professor, from the same or similar discipline to the program(s) under review); **and/or** • An internal appointee independent of the school/discipline area under review, and normally from a different faculty.
Academic Unit Reviews	• Internal convener independent of the school under review, and normally from a different faculty; • Two external members; at least one of whom is a Professor from the same or similar area under review; • Two students: an UG or PGCW student on a program run by the school (currently enrolled, or very recently graduated) and an HDR candidate (or very recent graduate) whose main supervisor is a member of staff of the school under review.
Other Academic Unit Reviews	• Internal convener independent of the academic unit under review; • Two external members; at least one of whom is a Professor from a similar unit; • Two students (UG/PGCW and/or HDR) appointed in consultation with the Head of the Unit.

Internal Team Membership

Academic Program Reviews	• Program Coordinator (Convenor); • Deputy Dean, Learning and Teaching (DDLT) (or equivalent); • Course coordinators as determined by the Executive Dean in consultation with relevant Head(s) of School.
Academic Unit Reviews, Other Academic Unit Reviews	• Head of School/Unit (Convenor); • School/Unit and faculty representation as determined by the Executive Dean in consultation with the relevant Head of School/Unit.

Implementation Working Group Membership

Academic Program Reviews	• Program Coordinator (Convenor);
	• Representation from the following as approved by the Executive Dean in consultation with stakeholders:
	• Course Coordinators
	• Students
	• Faculty DDLT
Academic Unit Reviews, Other Academic Unit Reviews	• Head of School/Unit (Convenor);
	• Representation approved by the Executive Dean in consultation with staff and stakeholders and include student representation.