External Faculty Review: Terms of Reference

Purpose

Based on the requirements of the Higher Education Standards Framework (Threshold Standards) 2015, External Faculty Reviews determine the extent to which the faculty has contributed to the University's strategy achieved its objectives and those of the University, and addressed challenges and opportunities to ensure sustainability and viability.

The review should give recognition to good practices, successful outcomes and faculty strengths in addition to providing recommendations for improvements in practices, performance or approach to assure and continually improve quality. It should also identify approaches to ensure sustainability and viability by addressing challenges and reflecting on opportunities now and into the future.

The review comprises:

x Self-assessment by the faculty (based on existing data and reporting);

The Review Panel may include up 5 members:

x Up to three external members including Chair (3) nominated by the faculty Executive Dean, with approval from the Executive (or delegate);

x One or two academic/professional staff from another faculty; (2)

x One HDR and one coursework student from the faculty, current or recently graduated.

A Review Panel Secretary will be provided by the faculty or a central unit to manage panel communication, activity and travel, maintain minutes of panel meetings and discussions, and create a record of reports and associated material for official University records.

Review Panel members should commit 5 days across the review cycle to review the faculty self-assessment, undertake a site visit or subject assessment and provide

the Review Panel with a summary report of data based on the terms of reference (see below), with

Supporting data and reporting for the review should include:

Number	Terms of Reference	Sample Data and Reporting
1.	Learning and teaching performance, priorities and opportunities	x Student performance and satisfaction reporting x Student load, distribution and profile trends x Staffing profile (including staff qualifications) x Third party provider reviews and evaluations x External benchmarking of courses/units
2.	Student experience and satisfaction	x QILT reporting
3.	Governance and management of the faculty	x Council reporting x Faculty operational plan x Faculty structure x Faculty workforce plan x Faculty risk plan x Faculty VOICE survey results action x University and faculty KPIs and progress
4.	Research and innovation performance, strategic approach to research, impact, priorities and opportunities, benchmarked globally	x Research performance reporting x Student satisfaction reporting
5.	Management and generation of resources, including financial	x Faculty financial reporting over past three years
6.	External engagement	x Reporting identified/developed by the University Relations and Strategy portfolio x Research and Innovation reporting x Industry collaborations
7.	Internal quality assurance and compliance processes.	x Faculty Board minutes x Course Advisory Group minutes x Faculty Assessment Board minutes x Faculty Risk Assessment Plan x Academic Risk Assessment Plan
8.	Future positioning addressing strategic plans and objectives of the University	x Faculty Operational Plan

Where necessary, the review will make recommendations for any change in the composition and functions of the faculty, its planning, management and administration and its teaching, research, internationalisation and community engagement.