

## **Appendix 2**

### **University's Academic Governance Review Process**

#### **Stage 1**

- (1) Structural reviews of Academic Senate and/or its committees will normally be nominated at least 12 months ahead, except at the discretion of the Chair of the Board of Trustees Audit and Risk Management Committee.
- (2) The need for a structural review of Academic Senate and/or its committees will be initiated by the sponsor; and a short, evidence based case to justify it is produced for submission to the Audit and Risk Management Committee of the Board of Trustees.
- (3) The Office of Quality and Performance will, together with the review sponsor, develop and monitor the Review Timetable.
- (4) The Sponsor for the Review presents the case for a review to the Chair of the Audit and Risk Management Committee under the provisions of Clause 3.1.10 of the Committee charter and notifies the Pro Vice-Chancellor (Education).
- (5) If the Audit and Risk Management Committee choose to initiate a special review under provisions of Clause 3.1.10 of their charter following the Sponsor submission, a draft proposal and terms of reference are submitted to Academic Senate and PVCE for comment in accordance with the Implementation guidelines.
- (6) Senate and PVCE's comments will be forwarded to the review sponsor who will finalise the proposal and submit to the Audit and Risk Management Committee for endorsement and advice to the Board of Trustees that a special review has been initiated and, where external reviewers are involved, commissioned.
- (7) The Audit and Risk Management Committee has the delegation to initiate special reviews. For the purpose of the University's Academic Governance Review process a structural review of senate and/or its committees is considered a special review.
- (8) The review will be logged on the register of reviews maintained by Office of Quality and Performance.
- (9) The Office of Quality and Performance will provide advice and guidance to the relevant review secretariat on available data and necessary documentation and guidelines.

#### **Stage 2**

- (10) The PVCE will provide advice to shape the process for review, consistent with the requirements of the University's Academic Governance and the University's Reviews Policies.
- (11) Documentation will include:
  - a. the chair and composition of Review Panel
  - b. the nature of the self-assessment and other relevant documentation
  - c. the interviews to be undertaken during Review Panel visit
  - d. A call for submissions.

#### **Stage 3**

- (12) The agreed portfolio is provided to the members of the Review Panel
- (13) The Review Panel will have a minimum of two full weeks to review the portfolio, request any follow up documentation and agree to a schedule of interviews. The Review

Panel may convey via OQP any relevant information or comment to the sponsor and chair of the review panel at this time.

#### **Stage 4**

(14) The interview process is completed and the report and its key recommendations are finalised by the panel chair and the sponsor.

(15) The review report is signed off by Review Panel.

(16) The report is submitted to Senate for response.

(17) The Report and Senate response is then presented to the Audit and Risk Management Committee for consideration and if so determined by the Committee, recommendations arising from the review will be made by the Committee to the Board of Trustees.

#### **Stage 5**

(18) Following Board of Trustees endorsement of Audit and risk Committee recommendations arising from the review, the review sponsor develops a draft implementation plan.

(19) This is forwarded to the Audit and Risk Management Committee for comment and if appropriate endorsement.

#### **Stage 6**

(20) The sponsor provides an annual progress report on the implementation of the report's recommendations to the Audit and Risk Management Committee of the Board of Trustees consistent with provisions of Clause 3.1.11 of the Committee Charter until all recommendations have been addressed.