



Reviews of Schools

ROLES OF MEMBERS OF THE REVIEW COMMITTEE AND THE SECRETARIAT

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Table of Contents

1. Purpose.....	3
2. Role of the members of the review committee.....	3
2.1 Chair.....	3
2.2 Executive Dean	3
2.3 Academic Board Standing Committee representative	4
2.4 Cognate School Member.....	4
3. Role of the secretariat.....	4
3.1 Secretary	4
3.2 Review Coordinator	5

1. Purpose

The purpose of this document is to explain the roles of the members of school review committees and the secretariat.

2. Roles of the members of the review committee

2.1 Chair

The role of the Chair is to:

- liaise with the President of the Academic Board, Senior Deputy Vice-Chancellor, the Executive Dean and the Head of School in preparation for the review, to discuss issues such as special terms of reference, break-up of review committee to address specific terms of reference, etc. (this will be done during a preliminary visit to the campus, or if this is not possible, then via email with the President of the Academic Board);
- liaise with the Secretary prior to the review week, to finalise the review week timetable and determine the list of interviewees;
- delegate report-writing tasks to each of the review committee members;
- ensure the penultimate draft report is complete prior to departure;
- present the review committee's draft recommendations to the Head of School, the Executive Dean, President of the Academic Board, the Senior Deputy Vice-Chancellor, and all school staff;
- ensure completion of the final version of the report within two weeks of the review; and
- approve the review report before its submission to the President of the Academic Board.

2.2 Executive Dean

The role of the Executive Dean is to:

- be involved in preliminary planning for the review: recommending terms of reference, recommending appropriate external review committee members; assisting with formulating the review week timetable;
- participate in the initial (Sunday) evening dinner, the industry dinner during the review week and end-of-day discussions;
- formally brief the review committee early on the first day of the review on –
 - the procedures and protocols of the University,
 - the faculty's strategic plan and objectives as they relate to the school;
 - the academic organisational structure and resource allocation processes to the school; and
 - other issues specific to the school under review;
- provide feedback to the review committee on the draft recommendations towards the end of the review week, but not to contribute to the writing of the report or its finalisation.

The Executive Dean should not be present during interviews with school staff.

2.3 Academic Board Standing Committee representative

The role of the Academic Board Standing Committee representative is to:

- represent the broader interests of the University in the review;
- provide guidance to the review committee on University policies, procedures and protocols;
- provide guidance to the Chair on ensuring the creation of an environment conducive to free and open discussion without prejudice to any staff member;
- provide guidance to the review committee on how to produce the review report, in particular, ensure that:
 - the report presents a balanced viewpoint, with positive comments as appropriate;
 - due recognition is included throughout the report to what the school is doing well and should continue to do;
 - all recommendations, and particularly those proposing significant change, are fully justified, substantiated by the evidence in submissions and from interviews, are well argued, and can stand up to close scrutiny;
 - ensure that the proposed recommendations are directed to the school, rather than to a senior officer of the University; and
 - the report's contents are factually correct;
- accompany the review committee to the school on the afternoon of the final day (usually Friday) to present the draft recommendations;
- after the Chair has presented the draft recommendations, inform the school about the process following the departure of the review committee, including the –
 - time-frame for completion of the report;
 - opportunity for the school to consider the report and respond to it;
 - deliberative process at Academic Board Standing Committee;
 - passage of the report through the Academic Board to Senate; and
 - implementation and follow-up processes;
- lead discussion on the review report at the Standing Committee meeting when the report is submitted for consideration, and presenting Standing Committee's comments and recommendations to the Academic Board;
- where a 6-month implementation plan is requested, assist Standing Committee in its consideration of the submitted plan; and
- participate, if available, in the 18-month implementation process.

2.4 Cognate School Member

The role of the cognate school member is to:

- advise the school on the rationale underlying a recommendation, if clarification is required; and
- have a solid grounding in University policy and procedures.

3. Roles of the secretariat

3.1 Secretary

The Secretary is a senior member of administrative staff and plays a key role in the preparation for and the conduct of the review. The Secretary:

- coordinates, collects and organises documentation for the review committee;
- acts as a resource person for the Chair and members of the review committee;
- provides relevant policy and procedural advice;

- drafts a suitable review week timetable in consultation with committee members;
- liaises with the committee members, Executive Dean, Head of School and those being interviewed;
- facilitates and, where appropriate, undertakes follow-up action arising from review committee meetings; and
- ensures that recommendations made by the review committee are consistent with University policy and practices and drafted accordingly.

The Secretary is not a member of the review committee, and therefore does not participate in the review committee's deliberations. During the review, the Secretary reports directly to the review Chair in all matters relating to the review. Normal lines of responsibility and reporting, for example between a Faculty Executive Officer and the Executive Dean, are suspended in matters relating to the review. The Secretary, in consultation with the President of the Academic Board, may appoint an Assistant Secretary.

3.2 Review Coordinator

The Review Coordinator is appointed by the Academic Registrar and is usually the Assistant Secretary to Academic Board Standing Committee. The role of the Review Coordinator is to:

- send advice from Academic Board Standing Committee to the Executive Dean and Head of School on the finalised composition, terms of reference and timing of the school review;
- confirm that members of the review committee, particularly external members, are available to attend the review week;
- arrange travel and accommodation for external members;
- ensure that external members are provided with relevant information about UQ (including location of UQ in relation to the airport, travel time, currency exchange, pharmacies, etc.)
- book rooms for the review committee meetings and interviews;
- be readily available during the review week and ensure that adequate documentation and supplies are provided to the review committee Secretary;
- organise catering;
- provide place-cards with the names of review committee members on them to facilitate communication during interviews;
- write to those people who are being invited to make written submissions;
- receive the school's submission, written submissions from others and distribute these to members of the review committee at the appropriate time;
- ensure that members' expenses are reimbursed; and
- provide other administrative assistance during the review week as required.