

University Reviews

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1.0 Purpose

To establish the principles that guide the University's regular, seven-yearly cycle of systematic, independent reviews across its academic areas and its thematic reviews.

2.0 Scope

This policy applies to all academic areas and administrative elements within Griffith University. Staff and students employed by, or studying at, Griffith are subject to this Policy.

3.0 Policy statement

Through their emphasis on continuous improvement and accountability, reviews provide an essential foundation that supports the University's institutional commitment to, and compliance with, its planning and quality assurance frameworks.

The University is committed to the systematic review and evaluation of all its activities to achieve performance improvements through a process of self-review, benchmarking, critical reflection, forward planning, strategic positioning, internal/external peer review, continuous improvement, and accountability.

Reviews are major markers of change and renewal within the University, capable of responding to, and re-orienting, an area to meet institutional goals and externally driven imperatives.

Reviews are an opportunity for an honest and authentic period of reflection about an area's performance and future plans, and subsequent actions arising from the implementation of review recommendations.

3.1 Principles of organisational reviews at Griffith

Reviews at Griffith should be guided by the following:

- ensure the Higher Education Standards Framework (Threshold Standards) 2021, as specified under the Tertiary Education Quality and Standards Agency Act 2011, is adhered to;
- ensure the area's activities contribute effectively to the realisation of the University's values and achievement of the goals outlined in the Strategic Plan 2020-2025 – *Creating a future for all*;
- recognise areas of excellence – research, education, and industry and external engagement; and
- identify opportunities and make recommendations on the proposed plans of the area under review.

Reviews will be conducted according to the approved Terms of Reference and undertaken by a Review Committee comprising an independent panel of experts appointed by the Vice Chancellor.

4.0 Roles, responsibilities and delegations

ROLE	RESPONSIBILITY
Vice Chancellor	Through the Provost, the Vice Chancellor discharges the University's responsibility for the overall implementation of reviews, including determining the schedule of the seven-year cycle of reviews. The Vice Chancellor also approves the final composition of each review committee and the Terms of Reference.
Provost	<p>In addition to the responsibilities outlined above, the Provost is responsible for the review of academic areas and the selection of the topic for the thematic reviews.</p> <p>Overall responsibility for the review process rests with the Provost.</p>
Group Pro Vice Chancellors	<p>Coordinate and approve recommendations for review committee membership.</p> <p>Strategic oversight of Self-Review Portfolio and schedule of interviews.</p> <p>Strategic oversight of the implementation of review recommendations.</p>
Head((s) of area(s) under review	<p>Research and nominate suitable members for the review committee.</p> <p>Undertake the self-review, including ensuring appropriate consultations with staff from the area, drafting and preparing the Self-Review Portfolio.</p> <p>Assist with drafting the site visit schedule, and (post the Review site visit), drafting the Implementation Plan.</p> <p>Ensure the effective implementation of the review recommendations as outlined in the Review Implementation Plan.</p> <p>Prepare the 18-month review progress report.</p>
Review Chair	<p>Lead the review through the following:</p> <ul style="list-style-type: none"> • facilitate discussion and keep the conversation balanced and focussed • ensure that all aspects of the Review occur in an environment conducive to free and open discussion without prejudice to any participant • distil and reflect on discussions to date and identify new lines of inquiry <p>prepare a set of broad findings and present these to the University Executive and head of the area under review</p>
Review Committee	Charged with providing an objective assessment of an academic area or thematic area's performance and future plans. It is also responsible for making recommendations for future action and development.

5.0 Definitions

For the purposes of this policy and related policy documents, the following definitions apply:

Area refers to an academic area, such as Schools, Departments, Colleges (QCA and QCGU), or the broad thematic area that has been selected for a review.

Academic Group refers to the highest and largest element in the academic structure of the University. The Academic Group is the administrative owner of programs offered by its academic elements. There are four Academic Groups: Arts, Education and Law; Business; Griffith Health; and Griffith Sciences.

Group Pro Vice Chancellor is responsible for leading and managing the core activities of the academic group under his or her responsibility.

Review Committee refers to an independent panel of experts, including external members as discipline experts, and industry/professional experts, and an internal member, selected by the Vice Chancellor/Provost, on the advice of the relevant Group Pro Vice Chancellor.

Site visit refers to the time during the review, when the review committee interviews members of the University and Group executives, as well as key staff and stakeholder groups from the element under review. The site visit may occur via online meetings or in person with the committee visiting the University for the duration of the review.

Staff refers to full time, part time, sessional or casual academic, technical, and professional staff employed by the University.

Student means a student enrolled at the University in an undergraduate or postgraduate coursework program, an end-on Honours programs, a higher degree by research (HDR) program, a PhD by Prior Publication program, non-award students, students enrolled in short courses or micro-credential courses, and students studying through Open Universities Australia (OUA).

INFORMATION	
	Printable version (PDF) Downloadable version (Word)
Title	University Reviews Policy
Document number	2023/0001197
Purpose	This policy sets out the principles that guide the University's regular, seven-yearly cycle of systematic, independent reviews of its academic areas and its thematic reviews.
Audience	Staff and Students
Category	Governance
Subcategory	Governance
Approval date	29 August 2022
Effective date	10 October 2022
Review date	2025
Policy advisor	Head, Organisational Reviews Unit
Approving authority	Provost

RELATED POLICY DOCUMENTS AND SUPPORTING DOCUMENTS

Legislation	TEQSA Higher Education Standards Framework
Policy	Framework for Quality Assurance Research Entity Policy
Procedures	N/A
Local protocols	Organisational Reviews Procedures Manual Quality and Reviews Website – Templates and Toolkit
Forms	Term of Reference – Review of an academic area Self-Review Portfolio template Stakeholder Request template Review Site Visit Schedule template Review Report template Implementation Plan template 18-month Review Progress Report template