# School review role statements

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## Role of the VC

1. Endorses the annual proposed School Review schedule;
2. Triggers shorter review cycles when required;
3. Meets the School Director, DVC and Dean for preliminary review discussions, including Terms of Reference, proposed panel members and performance data;
4. Approves the Self-Evaluation Report and site visit schedule in liaison with the DVC.
5. Meets with VCR and DVC to discuss Self-Evaluation Report;
6. Attends the welcome session on Day 1 and the final session on Day 3 of the site visit;
7. Meets with the College Dean and DVC to discuss the School Response and implementation plan;
8. Meets with the College Dean and School Director to discuss the School’s 12-month progress report.

## Role of the Deputy Vice-Chancellor sponsor (DVC)

1. Advises the Vice-Chancellor on the five-year School review schedule;
2. Meets the School Director, Vice-Chancellor and Dean for preliminary review discussions; including Terms of Reference, proposed panel members and performance data;
3. Approves the Terms of Reference and panel members:
4. Formally invites panel members by official letter;
5. Approves the Self-Evaluation Report and site visit schedule and advises the VC;
6. Attends the welcome session on Day 1 and the final session on Day 3 of the site visit;
7. Approves the draft panel report before it is sent to the VC;
8. Meets with VCR for debrief post-review;
9. Approves the School Response and implementation plan;
10. Meets with the College Dean and VC to discuss the school response and implementation plan;
11. Sends letters of appreciation to panel members on approval of the panel report;
12. Approves the 12-month Progress Report.

## Role of the Vice-Chancellor Representative (VCR)

1. Assesses the School’s draft Self-Evaluation report and provides comments and feedback to the School Director alongside the DVC and College Dean;
2. Liaises with the School in the preparation of the site visit schedule and advises on format and the list of stakeholders to be interviewed;
3. Considers all review documentation and written submissions made by interested groups;
4. Prepares lines of questioning around areas / issues to be explored when interviewing stakeholders;
5. Hosts the pre-site visit welcome dinner for panel members;
6. Advises external panel reviewers on the higher education sector within Australia and university policy and protocol as required;
7. Makes sure site visit sessions with academic and non-academic staff are conducive to free and open discussion;
8. Together with the panel members, drafts the panel report ensuring a balanced viewpoints with commendations and recommendations as identified through the review;
9. Ensure completion of the final version of the report within 4 weeks of the review;
10. Post review, debriefs the DVC summarising the key points.

## Role of the College Dean

1. Endorses all School documentation before it is sent to the University Executive for approval;
2. Meets the School Director, Vice-Chancellor and DVC for preliminary review discussions including Terms of Reference, proposed panel members and performance data;
3. Meets with VC, DVC and VCR to discuss the Self-Evaluation Report;
4. Issues a university-wide call for written submissions (from Dean’s functional email account);
5. Attends stakeholder dinners during site visit;
6. Attends the welcome session on Day 1 and the final session on Day 3 of the site visit;
7. Approves the draft panel report before it is sent to the DVC and VC;
8. Meets with VC and DVC to discuss the School Response and implementation plan;
9. Endorses the School’s 12-month Progress Report.

## Role of School Director

1. Proposes site visit dates, and confirms with PPM and University Executive;
2. Drafts Terms of Reference and prepares a list of proposed panel members. Checks availability and willingness of panel members to participate before seeking approval of Dean; and then University Executive;
3. Meets the Vice-Chancellor, DVC and Dean for preliminary review discussions; including Terms of Reference, proposed panel members and performance data;
4. Prepares the School’s Self-Evaluation Report in consultation with the School;
5. Meets with the reviews panel and is available throughout the review to answer questions;
6. Reviews the first draft of the panel report to ensure factual accuracy;
7. Shares the panel report with the School when it has been approved by the University Executive;
8. Prepares a school response and implementation plan to the panel report;
9. Meets with DVC to discuss school response and implementation plan;
10. Prepares the School’s 12-month progress report;

## Role of panel Chair

1. Reviews and considers the School’s self-evaluation report, stakeholder submissions and other documentation received;
2. Prepares lines of questioning around areas and issues to be explored when interviewing stakeholders;
3. Attends the site visit to conduct the review, meeting with ANU staff, students and stakeholders;
4. Coordinates the drafting of the panel report identifying areas of excellence, opportunities and recommendations;
5. Edits the draft report prepared by the panel before its submission to the School Director;
6. Ensures completion of the final version of the report within four weeks of the site visit.

## Role of review panel members

1. Reviews the School’s Self-Evaluation Report and associated documentation;
2. Considers all review documentation and written submissions made by interested groups;
3. Prepare lines of questioning around areas / issues to be explored;
4. Attend the School site visit to conduct review meetings with university staff, students and other stakeholders;
5. Assists in drafting the panel report as agreed with panel Chair, making commendations and recommendations to the School.

## Planning and Performance Measurement (PPM)

1. Provides support and information for school reviews, including:
* Prepares the annual schedule for school reviews in consultation with University Executive, College Deans and School Directors;
* Provides advice to Schools on the review process;
* Provides a standard performance data set for inclusion in the Self-Evaluation Report;
* Supports the review panel members by providing administrative support and advice on performance data;
* Manages the process for written submission by external stakeholders;
* Monitors the progress of each review against the timetable;
* Updates the ANU’s School review policy and procedures, and associated guidelines and templates as required;
* Maintains information, templates, review reports etc. on the ANU website

## School Administration

1. Together with School Director, prepares the site visit schedule and books rooms and venues for panel interviews and meetings;
2. Organises all catering including dinners:
3. Arranges travel and accommodation for panel members;
4. Provides panel members with information relevant to their visit for example, campus map, travel time, currency exchange, pharmacies, etc.;
5. Reimburses panel members’ expenses;
6. Available during the site visit for any administrative tasks;
7. Provides hard copies of the self-evaluation report and any other documentation, on Day 1 of the site visit.