

**SOUTHERN CROSS UNIVERSITY**  
**SCHOOL/COLLEGE REVIEWS TERMS OF REFERENCE**

**Scope**

These terms of reference apply to the review of Schools/Colleges under the Organisational Reviews Policy.

**Aim of School/College Review**

The aim of a School/College review is for the School to reflect on achievements, assess current activities, and highlight intended strategic and targeted priorities within strategic outlook of the University.

**School/College Review Submission<sup>1</sup>**

As per para 30 of the Organisational Review Policy, the Head of School/College will prepare a Review Portfolio for consideration by the Review Panel. The Review Portfolio will be structured to reflect the University's overall strategic quality philosophy of PLAN-IMPLEMENT — MONITOR AND REVIEW — IMPROVE.

**Terms of reference**

1. The overall viability and performance of the School/College.
2. The course profile of the School/College, including its effectiveness and efficiency and the quality of its delivery; together with its student profile including entry criteria, social inclusiveness, retention and attrition and graduate outcomes.
3. The School's/College's performance in research and research training
4. The appropriateness of the staffing profile of the School/College, including teaching, research, administration and technical support.
5. The appropriateness of the School's/College's organisational structure.
6. The clarity of the School's plans for its future directions and the appropriateness of these plans for the School and the University.
7. The contribution of the School to the University's operations and development.

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<sup>1</sup> Guidelines for the School Review Submission is provided at Appendix A

8. The relationship of the School with related industries and the community more widely, and activities and events that engage local to global communities.
9. The quality and appropriateness of the School's national and international activities.
10. The efficiency and effectiveness of utilisation of physical infrastructure, technologies and other assets available to the School.
11. Any other matters deemed relevant in enhancing the School's contribution to the University.

## Appendix A

The relevant Head of School/College will prepare a Review Portfolio for consideration by the Review Panel. The Review Portfolio will be structured to reflect the University's overall strategic Quality philosophy of PLAN- IMPLEMENT — MONITOR AND REVIEW — IMPROVE.

The Review Portfolio should be limited to a maximum of 20 pages (plus any supporting documentation). The portfolio will address the Organisational Unit's self-assessment of performance as evidenced in annual Plans, and include as appropriate.

As per para 31 of the Organisational Review Policy, the Portfolio should address the following activities:

- a. the context in which the School/College operates including a brief history of the School
- b. Learning and Teaching;
- c. Research and Research Training;
- d. Financial Management;
- e. Engagement with the Region and Professions;
- f. Engagement with other University Units;
- g. Improving the University Experience for Students;
- h. Leadership and Innovation (including enhancing the potential and performance of Staff);
- i. Alignment of the Unit's activities to Southern Cross University's (SCU) Priorities in the University Strategic Plan;
- j. Quality Assurance and Improvement Processes;
- k. Internationalisation;
- l. Significant Planning and Review Activities.

The Course Review Submission will include the following supporting documents:

1. Previous School Review Report
2. Action plan and Status of the Previous Report Recommendations
3. Academic Portfolio of the School (courses offered)
4. Evidence of Benchmarking
5. Survey Reports (First Year Survey; Graduates Outcomes Survey; Beyond Graduation Survey)
6. Staff Profiles
7. Minutes or reports from advisory committees and School Board;
8. Outcomes of benchmarking projects;

9. feedback from students or client groups;
10. feedback from any internal and external reviews;
11. a summary of performance since the last review;
12. intended developments.