

Temporary variations to school and institute review procedures for 2021

In response to the impacts of COVID-19, the following temporary variations to aspects of the procedures related to school and institute reviews were approved by the Deputy Vice-Chancellor (Academic) on 14 December 2020.

| Summary of recommendation | Section of PPL 1.40.06 / PPL 1.40.08 and relevant details of current procedures | Proposed changes for 2021 |
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| Allow flexibility in determining the review committee position, and adjust the composition of the review committee | <p>Section 5.2 Composition and membership of review committees</p> <p><u>Schools and University Institutes:</u> Following consideration by the ABSC, the President and Head/Director present the proposed membership to a meeting of the Vice-Chancellor's Committee for advice. The membership of the committee is then confirmed by ABSC.</p> <p><u>Schools:</u> The composition of a school review committee is:</p> <ul style="list-style-type: none"> two to three external members (depending on the size and diversity of the school) with nationally/internationally recognised discipline expertise and knowledge, drawn from a range of institutions, including international partner or benchmarking universities or institutes; a representative of the Academic Board Standing Committee; and the head of a cognate school. <p><u>University Institutes:</u> The composition of a review committee is:</p> <ul style="list-style-type: none"> three external members with nationally/internationally recognised expertise and knowledge in the area of the institute, one of whom will normally be from an international institution; a member of ABSC, or equivalent; and a senior researcher from a cognate Institute, nominated by the Provost. | <ol style="list-style-type: none"> 1. Allow the Academic Board Standing Committee to nominate members to the review committee that were proposed by the relevant Head of School/Institute Director, subject to endorsement by the Provost on behalf of the University Senior Executive Team (USET), to allow for decisions to be made quickly. Decisions will be reported to the Academic Board and USET for noting. 2. Allow all external review committee members to be from Australian universities if deemed appropriate by the Academic Board Standing Committee. 3. Allow a number of international experts to be appointed as contributors to the review, who will provide a written report based on the unit's submission to the review, and who will be interviewed by the review committee to ensure concerns are addressed in the review committee deliberations. |
| Allow flexibility in the duration of the review | <p>Section 5.1 Scheduling the review</p> <p><u>Schools:</u> The normal duration of a review will be four days. In some cases, a shorter (minimum three-day) or longer (maximum five-day) review may be appropriate.</p> <p><u>University Institutes:</u> The normal duration of a review will be three days. In some cases, a longer (maximum five-day) review may be appropriate.</p> | <ol style="list-style-type: none"> 1. Allow the Academic Board Standing Committee to decide or delegate the decision of how to structure the review period in consultation with the relevant Head of School/Institute Director and review committee secretary; for example, with frequent shorter meetings over a period of two weeks if a review were to be held entirely remotely. |



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| Allow flexibility in conducting the review | Section 5.4.5 Initial briefings Section 5.4.6 Committee deliberations Section 5.4.7 Visits to facilities Sections detail processes for in-person meetings, tours and deliberations. | 1. Allow meetings to be conducted via Zoom or other remote methods as determined by the review committee secretary. 2. Provide recorded comments from relevant parties (Head of School/ Institute Director, Executive Dean, Vice-Chancellor, etc.) to the review committee as required by the review committee, to reduce in-person meetings required. |
| | Section 6.2 Presentation of the findings Section details processes for seeking feedback on draft recommendations before presentation to the whole of the unit. | 1. Allow presentation to staff of the unit to be conducted over Zoom instead of a large in-person gathering. |
| Not require a stakeholder dinner | Section 5.4.3 Stakeholder dinner A stakeholder dinner will be held on the evening of the second or third day (<i>first or second day for institutes</i>) of the review. Members of the review committee and the Executive Dean/institute supervisor will attend. Representatives of industry, government, professional bodies, and employer groups, as well as alumni will be considered as relevant to the unit's activities in research, learning, and engagement. | 1. Not require a stakeholder dinner to be held during the review for all reviews. Review committees and secretaries should find alternative ways to engage with external stakeholders as appropriate, and may call on Academic Board Standing Committee, the Unit under review, or the relevant faculty to assist them in this regard. |