



SCHOOL REVIEW
SUGGESTED CHECKLIST OF DOCUMENTS TO BE PROVIDED TO THE REVIEW PANEL

- Panel Review documents, including the SED, to be sent to the Review Co-ordinator no later than **4 weeks¹** before the date of the Review visit (to ensure time for collation, any necessary amendments and distribution).
- Full Panel Review documents to be sent to the Panel by the Review Co-ordinator **3 weeks** before the date of the Review visit.

	Panel Documents	Details	Provided by	To Whom?
1	School Self Evaluation ²	<p>This may include:</p> <ul style="list-style-type: none"> • A list of school staff and their roles and responsibilities • Diagram/s showing school organisation, committee and management structures • Relevant material that the school thinks would be useful to the Review Panel, for example, school plan, research strategy and/or learning and teaching strategy • Student survey school action plan (most recent) • School SWOT analysis • Updates to the previous school review action plan (see point 5 below) • Student Written Submission from the Students' Union reflecting student views 	School	Review Co-ordinator
2	Summary of Quality Assurance Issues	See Table B	AQPO	Review Co-ordinator
3	Student Submission	A written submission reflecting students' views, provided by the Students' Union (see guidelines for further detail).	Students' Union	Review Co-ordinator
4	Report of the previous School Review, including the final Action Plan/record of actions.		Governance team	Review Co-ordinator
5	Faculty SWOT analysis ³ -	A brief report from the Dean about the School in the Faculty context. This should incorporate comments from the Faculty Education Directors, Faculty Research Director, FQT Chair, Faculty	Dean	Review Co-ordinator

¹ Data pack to be provided in time for the Review kick-off – see Table C for details.

² **Note:** For more information about what to include in the SED, please see 'School Review Guidelines - Annex D' which provides further information.

³ The Faculty SWOT is provided by the Dean directly to the Review Co-ordinator, and is not seen by the School.

		Accountant, Faculty Manager and Faculty Education Manager		
6	Data pack	See Table C . The data pack should be provided in time for the Review kick-off, though it may be amended following this meeting to include information specifically requested by the Chair/Dean of Faculty. The School may also choose to provide its own additional data in addition to the data pack, either as a separate element, or as an appendix to the SED.	Planning Team	Review Co-ordinator
7	<i>Optional: Copy of the School Review Guidelines and Annex B (Sample questions for Review Panel) from University website.</i>		University Website	Review Co-ordinator

Table B

	Examples of documents that are likely to be included in the summary of quality assurance issues from AQPO
1	External Examiners' reports for all programmes for the last three academic years and the school's response/s
2	Annual Programme Review reports (taught and research) for the last three years
3	The most recent Faculty Quality Enhancement Team report on the school and any school response and also the FQT Overview Report for the last academic year
4	Programme and Unit Quality Management (e.g. programme specifications, new and revised units and programmes, learning, teaching and assessment KIS data)
5	Any Professor Statutory Regulatory Body report/s
6	Information about any educational partnerships
8	Results from any other University level surveys e.g. Postgraduate Research Experience Survey
9	Minutes from the most recent meetings of the Staff-Student Liaison Committee (or equivalent)

Table C

The Data pack is provided around the time of the kick-off meeting between the Panel Chair, the Dean of Faculty, the Head of School and the Review Co-ordinator (usually 3-4 months before the Review visit). The School is responsible for raising any issues with the data with the Planning and BI team as soon as possible after receiving the data pack.

	The data pack (provided by Planning & BI team) will include data covering some or all the following (as appropriate):
	Summary analysis of data provided (at start of pack)
1	Student numbers
2	Programme level statistics including demographics, progression and exit data (as provided for Annual Programme Review)
3	Student survey results

	The data pack (provided by Planning & BI team) will include data covering some or all the following (as appropriate):
4	Profile of the staff body
5	Student staff ratios
6	Staff survey results
7	Research data including latest REF results
8	Finance Information Sheets
9	Sector comparison
10	League table performance
11	Any additional data requested by the Panel Chair/Dean of Faculty.

General note:

- Panel members may ask for additional documentation (including additional data and analysis) from the School, AQPO or the Planning & BI team, but they are asked to request this through the Review Co-ordinator Office **at least 2 weeks** in advance of the Review.