



REVIEW CHECKLIST & TIMEFRAME: FOR THE SCHOOL

| | TIMING | TEMPLATE | DATE |
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| STAGE ONE: PRE-REVIEW | | | |
| Date set with School (Governance team to contact School as soon as possible) | - 8-9 months | | |
| The Chair to decide the skills, background and experience required of the external reviewers for each review and advises the School of his/her requirements. | | | |
| School to provide Governance team with a long list containing the names of suggested external academics who could act as external reviewer/s on the panel – based on the Chair's requirements. | - 4-6 months | Annex A | |
| School to provide Governance team with the name of a key contact within the School who they can liaise with throughout the review process e.g. PA to Head of School or the School Manager (<u>Note</u> : it is the role of the key contact within the School to book the review meeting rooms, and invite all of the School and Faculty staff, plus students and any other attendees, who will be meeting the Review Panel during the Review) | -4-6 months | | |
| Planning & Business Intelligence team sends data pack to School to aid the development of their SED (for more info see below under 'Documentation' and Annex C of review guidelines) | -3-4 months (by the kick off meeting) | Annex C | |
| Kick-off meeting between the Chair, Dean of the Faculty, Head of School, & the Review Co-ordinator to: <ol style="list-style-type: none"> 1. Agree core themes for the review 2. Discuss a draft programme and provisionally agree the groups of people who the Panel should meet during the Review, e.g. academic staff, professional services staff, students, etc. 3. Agree the type and format of the supporting data for reference in the SED and also for the purposes of the review panel 4. Discuss review panel membership (internal and external). | -3-4 months | | |
| Review Co-ordinator invites Externals to participate in Review, and advises the School of the outcome | - 3-4 months | | |
| Review Co-ordinator invites Internal reviewers to participate in Review (<u>Note</u> : Internal reviewers are selected by the PVC & Dean – no input from the School is required) | - 3-4 months | | |
| Review Co-ordinator invites a Sabbatical Officer to participate in the review | -3-4 months | | |
| Following on from the kick-off meeting, if helpful to the School the Review Co-ordinator can meet with the School Review Team to run through the School Review procedure, guidelines and timetable, and to confirm date when the SED has to be submitted. | -3-4 months | | |

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| School to start identifying appropriate staff to meet the Review Panel, in consultation with the Review Co-ordinator. | -2-3 months | | |
| Regular progress meetings will be held between the School and the Review Co-ordinator, to provide advice on the development of the School's SED where necessary, and to monitor progress on the Review programme. | Ongoing | | |
| DOCUMENTATION | | | |
| Planning & Business Intelligence team sends data pack to School to aid the development of their SED ¹ | By the kick off meeting | Annex C | |
| School sends SED to Governance team, which checks it and then sends it on to Review Panel Chair for consideration/checking | - 4 weeks | Annex G | |
| Dean to produce the Faculty SWOT report and send to Governance team (<u>Note</u> : School does not see this) | - 4 weeks | Annex C | |
| AQPO to send Quality Assurance documentation to Governance team (<u>Note</u> : School does not see this) | - 4 weeks | Annex C | |
| Review Co-ordinator collates additional documentation e.g. action plan progress report and review report from previous school review (School to provide updates to previous review action plan) | -3-4 weeks | Annex C | |
| Review Co-ordinator sends all documentation to Review Panel | - 3 weeks | | |
| POST REVIEW | | | |
| Review Co-ordinator sends draft review report to the Chair for comment | + 2 weeks | Annex G | |
| Chair provides comments and these are incorporated into report by Review Co-ordinator | + 2-3 weeks | | |
| Review Co-ordinator sends draft report to rest of Panel | + 3-4 weeks | | |
| Review Co-ordinator receives all comments and incorporates these. Updated review report then then approved by the Chair | + 5 weeks (or earlier) | | |
| Review Co-ordinator sends draft report to school (for factual comment only) | +5-6 weeks (or earlier) | | |
| School sends back any comments on factual accuracy within <u>2 weeks</u> . Comments are then incorporated by Review Co-ordinator, and final version circulated to review panel for information. | + 6 weeks (or earlier) | | |
| Review Co-ordinator sends Review Report and executive summary of SED to UEB | + 6-8 weeks | | |

¹ 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 School is not required to produce any additional data or analysis.

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| . | ~ 12 weeks (could be earlier) | | |
| <u>ACTION PLAN</u> | | | |
| Governance team sends School copy of action plan (with recommendations inserted) | UEB + 1 day | Annex H | |
| School to insert action leads and action details into Action Plan | UEB+ 4 weeks | Annex H | |
| Governance team co-ordinates University and Faculty responses re Action Plan and then pulls together, with the help of the School, an action plan | UEB + 4 weeks | Annex H | |
| Dean/Head of School/ /PVC will agree and take forward the action plan | UEB + 4 weeks | | |
| Governance team publishes Review report, exec summary of SED and first draft of action plan on internal website and link sent to Education Committee, Research Committee, Divisional Heads, FQT Chair and Faculty Board | UEB + 4 weeks | | |
| Dean and School to work closely to monitor the progress of the Action Plan | Ongoing | | |
| <u>FOLLOW-UP REPORT</u> | | | |
| PVC (Chair), Dean and HoS meets (or via email) to discuss action plan progress. | Review + 7-8 months | | |
| Action Plan progress report put to UEB for information only. HoS not required to attend, unless the Chair decides, by exception, that the report should be discussed UEB | Review + 9 months | | |
| Updated Action Plan published on internal website and link sent to Education Committee, Research Committee, Divisional Heads, FQT Chair and Faculty Board | | | |
| Relevant parties (Head of School, Dean, University) continue to update the Action Plan. | Review + 9-11 months | | |
| Governance team to contact School asking for final updates to the Action Plan. Governance team helps to collate responses on the Faculty and University actions. | Review + 12 months | | |
| Final version of Action Plan published on internal website | Review + 12 months | | |
| Head of School continues to review the Action Plan either as part of their annual monitoring review process (if the actions are completed) or to ensure that any outstanding actions are completed. The Action Plan (and any updates of progress against it) forms an Annex to the School's SED at their next School Review. | Ongoing | | |