

POST REVIEW

What happens following the Review of your Unit?

(Revised 1/4/09)



REVIEW REPORT

The Review Panel produces a formal report of its findings and recommendations following the Review. Once released (see below) the Report is a public document within the University and can be obtained from the Quality Advancement Unit (QAU) by any member of the University community.

Time Frame: Reports are expected from the Panel within 2 months of the Review and are generally released for general distribution approximately one month later.

WHAT HAPPENS TO THE REVIEW REPORT?

Prior to finalisation by the Panel, the Convenor forwards a copy of the Review Report to the Head of the Unit who has 2 weeks to check for factual inaccuracies. The Report is then sent by the Convenor to the Deputy Vice-Chancellor (Academic & International). The DVC(A&I) holds a Report Approval meeting with the relevant Pro Vice-Chancellor or Divisional Head, the Dean (where relevant), the Convenor and the QAU Reviews Co-ordinator to reflect on the Review, the Report and the outcomes. The DVC(A&I) also discusses the Report's key findings with the Vice-Chancellor as appropriate.

Time Frame: Depending on schedules, this stage can take up to several weeks.

WHEN WILL THE REVIEW REPORT BE RELEASED?

The DVC(A&I) generally authorises release of the Review Report at the conclusion of the Report Approval meeting. QAU then distributes the Report, first to those directly involved in the Review, then broadly across the University, as per QAU distribution procedures. Notice of release of the Report is posted on the QAU website and in The Bulletin.

Time Frame: Distribution usually begins the day following the Report Approval meeting.

HOW ARE THE RECOMMENDATIONS IMPLEMENTED?

Normally, an "Implementation Plan" is prepared by the Head of the Unit (and/or the PVC or Divisional Head) following receipt of the Report. The Implementation Plan provides a framework for action to be taken in response to the recommendations in the Review Report. It is expected that the Plan will prioritise the recommendations, identify steps to be taken on each recommendation, delegate responsibility for action and provide a time-line for implementation. Where recommendations are targeted to areas or individuals outside the remit of the Unit reviewed (e.g. Property Services, ITS, etc), it is the responsibility of the Head of the Unit to follow up on implementation of those recommendations with the relevant parties.

Time Frame: An Implementation Plan should be developed within a month of receipt of the Report.

HOW IS IMPLEMENTATION MONITORED?

Progress towards implementation of the Review recommendations is monitored through the submission of two Status Reports to the DVC(A&I) by the PVC or Divisional Head and the Head of Unit.

WHAT IS A STATUS REPORT?

The Status Report is a detailed report on the progress made towards implementation of each recommendation in the Review Report. It reports on those recommendations implemented successfully as well as those not yet implemented, and the reasons for this. The preferred reporting format is for the Head of the Unit to submit a full Status Report to the PVC or Divisional Head, and then for the PVC or Divisional Head, and Dean where appropriate, to prepare their own Report(s). All reports are then combined and submitted to the DVC(A&I) within the required timeframe.

WHEN ARE THE STATUS REPORTS DUE?

The First Status Report is due 6 months after release of the Review Report. The Second Status Report is due 2 years after release of the Report. Official requests for the Status Reports will be sent by the DVC(A&I) to the PVC or Divisional Head approximately 6 weeks prior to the due date.

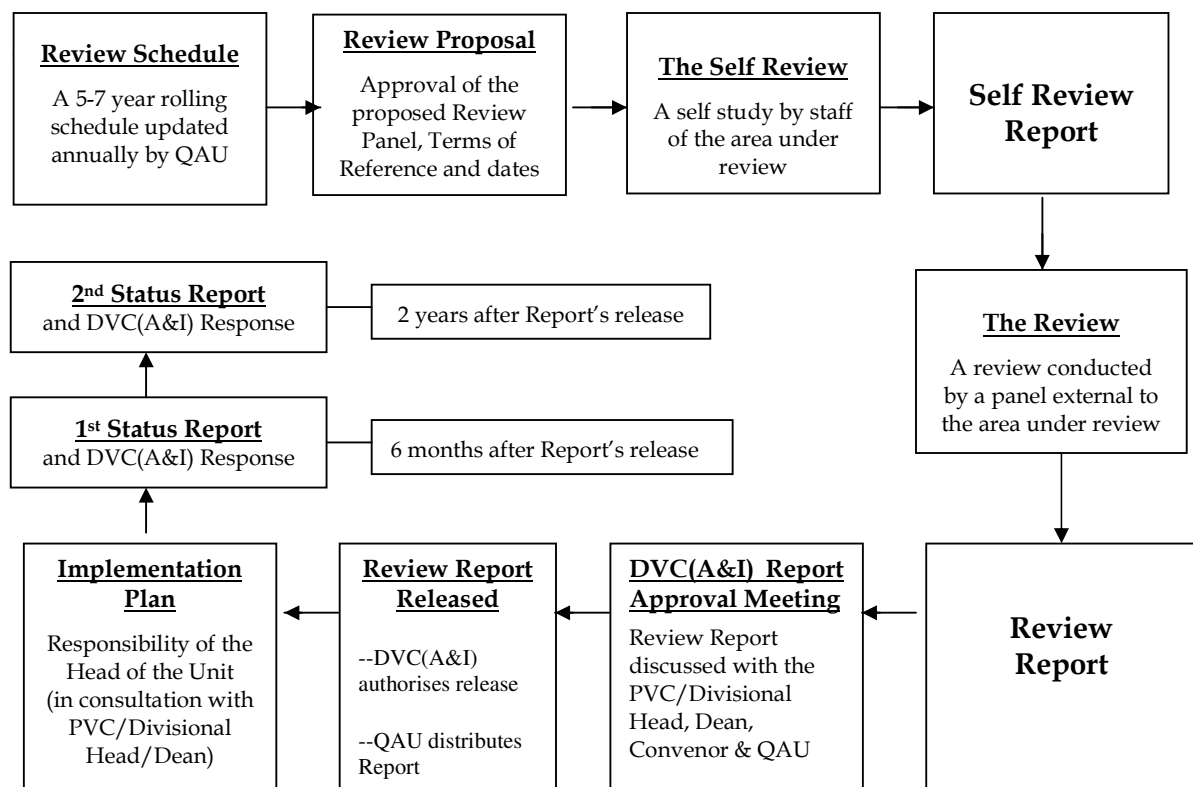
WHAT HAPPENS TO THE STATUS REPORT?

The DVC(A&I) responds in detail to the Status Reports and reports back to the Vice-Chancellor on progress as appropriate. The DVC(A&I)'s response will comment on the progress made on each recommendation and may request that further action be taken and/or that further information be supplied. A copy of the Status Report will be supplied to the Review Convenor for their information.

CONCLUSION OF THE PROCESS

The process usually concludes with the DVC(A&I)'s response to the Second Status Report. On occasion, further follow up may be required by the DVC (A & I) prior to final closure.

Overview of the Review Process



FURTHER INFORMATION

For further information about the internal review process please contact Megan Wilson, Reviews Co-ordinator at the Quality Advancement Unit at m.wilson@otago.ac.nz, ext 6528 or consult the QAU website at www.otago.ac.nz/quality.