

Framework

A review is an opportunity to critically analyse the goals and objectives of an Administrative Unit and to receive affirmation that current plans and priorities will have long term benefits for students and staff, and to ensure that its strategy is aligned with University strategy. It is designed to help the area being reviewed plan its future direction, set strategic goals and identify the challenges it will face.

The key part of the review is the Self Review, in which the Unit is expected to address the following questions in the context of the Terms of Reference:

Current State

- What is the current situation of the Unit?
- What does the Unit do well?
- How does the Unit contribute to the wider goals of the Division (and School when applicable) of which it is a part?
- How do the activities of the Unit support the University in the delivery of its strategic goals, as outlined in *Vision 2040*, and in the University's Māori Strategic Framework, Pacific Strategic Framework, and Sustainability Strategic Framework?

Future State

- Where does the Unit want to be in five to ten years time?
- What does the Unit need to do to get there?
- What challenges face the future development of the Unit?
- What changes might be required to strengthen the Unit contribution to University and Divisional goals and priorities?
- What can the University and Division do to support the Unit to achieve its goals?

Alignment with the University's Strategic Imperatives

The core activities of the University are grouped under four broad headings: (1) Teaching and Student Support, (2) Research, (3) External Engagement and (4) Organisational Resources, which in turn are aligned to the University's Strategic Imperatives from *Vision 2040*.

The Terms of Reference are generic and may be customised by the Unit and Divisional Head to emphasise or add individual items within each heading.

Terms of Reference

In relation to the core activities of the Unit, to review and evaluate:

- the range and scope of the Unit's services and activities with reference to its internal, regional, national and international contexts, and the continuing relevance of these activities;
- the identification of key stakeholders (including internal and external clients), the services and activities provided to meet their needs, including the provision of appropriate information and materials;
- the processes and procedures for monitoring, and where necessary improving, the quality of services and activities offered to clients
- the processes and procedures for introducing, revising, resourcing and rationalising services and activities undertaken by the Unit to ensure effective and efficient use of resources, including plans for new services and activities or improvements to existing services;
- the processes and procedures for considering the Unit's services and activities with reference to its internal, region, and national context;

In relation to administration and operational processes, to review and evaluate the standard (quality, appropriateness, effectiveness and efficiency) in the Unit of:

- structure and management – including institutional oversight, committee structure, leadership in regard to developing and maintaining the professional standing and reputation of the Unit, ensuring employee capability;
- monitoring and evaluation – including consultation and liaison with staff, students (on campus & distance) and other members of the University and wider community, incorporating feedback into planning, core activities and operations, identifying and making improvements to the core activities;
- physical and IT resources;
- Health and Safety;
- Sustainability – demonstrating practices that promote sustainability, reduce the Unit's environmental footprint, improve resource efficiency and enhance the quality of life on campus.

In relation to planning, to review and evaluate:

- planning – including identifying, considering and responding to problems and challenges, and alignment to Divisional and University strategic plans;
- the Unit's commitment to the Treaty of Waitangi as expressed in the University's Māori Strategic Framework;
- The Unit's commitment to the goals of the University's Pacific Strategic Framework.

Any other aspect of the Unit considered appropriate by the Review Panel.