



## REVIEW OF UNIVERSITY COLLEGE (UNICOL)

22 - 24 April 2024

**Written submissions to be received by: Friday 12 April**

As part of the University's quality assurance programme a Panel has been convened to review, evaluate and report to the Deputy Vice-Chancellor (Academic) on matters pertaining to University College.

**Convenor:** Alison Finigan, Office of Māori Development

**Panel Members:**

External: Dylan Davies, ex Property Manager of Operations, Unilodge,  
Internal: Amber Russell, Liaison Officer, Auckland Schools' Liaison Team  
Internal: Dan Porter, Manager, Recreation Services  
Internal: Amber Robertson, Warden, Hayward College  
Student rep: Connor Hoskin, 3<sup>rd</sup> year Mark Parker Scholar (2022)  
Secretary: [Annabel Rutherford](#), Quality Advancement Unit

Scroll down for the Reviews Framework and Terms of Reference below.

### Written submissions

Interested parties are invited to make submissions relevant to the Terms of Reference to the Review Panel. The University wants its reviews to be based on all relevant information and accordingly assures you that submissions are treated in the strictest confidence.

Such submissions should be sent to the [Review Secretary](#), by **Friday 12 April** (Emails (PDF format preferred) and envelopes should be marked "Confidential: Submission for Review of University College").

### Oral submissions

Interested parties are invited to make oral submissions relevant to the Terms of Reference to the Review Panel. Please contact the Review Secretary.

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**RESIDENTIAL COLLEGE REVIEWS  
FRAMEWORK AND TERMS OF  
REFERENCE**



## Framework

A review is an opportunity to critically analyse the goals and objectives of a Residential College 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*

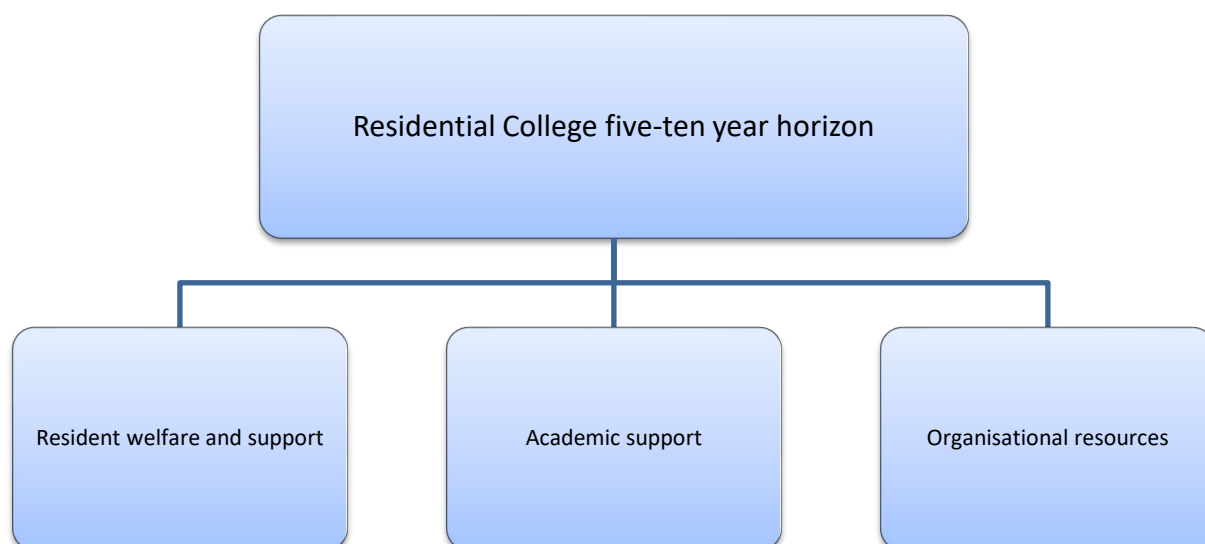
- What is the current situation of the College?
- What does the College do well?
- How does the College contribute to the wider goals of the Campus and Collegiate Life Services Division of which it is a part?
- How do the activities of the College support the University in the delivery of its strategic goals, as outlined in *Vision 2040*, and in the University's Māori Strategic Framework, Pacific Strategic Framework and the Sustainability Strategic Framework?

### *Future State*

- Where does the College want to be in five to ten years time?
- What does the College need to do to get there?
- What challenges face the future development of the College?
- What can the University and Division do to support the College to achieve its goals?

The purpose is to review, evaluate and assess the ongoing development of the College with reference to: Resident Welfare and Support; Academic Support; and the College's Organisational Resources.

All contributors to the review – the College, the Director Campus and Collegiate Life Services, and the Review Panel – may choose to emphasise individual items within each broad heading.



## Terms of Reference

### **Resident Welfare and Support**

In relation to resident welfare and support, to review, evaluate and identify opportunities for development over the next 5-10 years of:

- the range and scope of the College's services and activities, and the continuing relevance of these activities, including academic, cultural and sporting programmes;
- pastoral care and support; sympathetic management of student issues, and prompt reference to University services for specialist support within the student lifecycle;
- identifying and addressing problems raised by residents;
- responsiveness to Māori and Pacific students;
- responsiveness to students with disabilities and special needs;
- an inclusive College Culture that respects and celebrates diversity
- Communication – including the provision of information to residents and conference clients; consultation and liaison with residents and incorporating feedback into the College; identifying and addressing problems raised by residents and staff;
- Facilitation and recognition of resident engagement with student/community service activities for residents throughout their residency;
- responsiveness to the Education (Pastoral Care of Tertiary and International Learners) Code of Practice;
- Sustainability – efforts made to enable residents' to be actively engaged with sustainability as part of their broader University experience;
- the role of the Campus and Collegiate Life Services in supporting the College;
- responding to the University's Code of Conduct;
- provision and use of information technology services;
- processes for addressing resident discipline; extent to which the College meets the expectations of parents.

### **Academic Support**

In relation to academic support, to review, evaluate and identify opportunities for development over the next 5-10 years of:

- projects of shared learning and cooperation with other colleges in the University;
- processes for ensuring alignment between the quality and content of academic support programmes offered by the College and those offered by the University's teaching departments;
- coverage of subjects and papers that are supported by the College's academic support programmes;
- scope and effectiveness of the College's cooperation and collaboration with academic departments.

### **Organisational Resources**

In relation to the College's organisational resources, to review, evaluate and identify opportunities for development over the next 5-10 years of:

- planning – including identifying, considering and responding to problems and challenges;
- Resident Support Staff – including junior staff and Sub-Wardens and Tutors: processes for selection, training, mentoring, management, supervision and performance review of all College staff, succession planning
- Accommodation – including the standard and adequacy of accommodation, including building, furniture, security, study facilities and study equipment; information technology infrastructure and internet connectivity.
- the value of the grounds for enhancing the College environment
- Facilities for residents with special needs
- Adequacy of conference facilities
- physical and IT resources, including planning for purchase and replacement of equipment
- Effectiveness of relationships with: CaCLS; the Academic Division; External Engagement; ITS, Operations Group, including Shared Services; OUSA; schools and conference attendees;
- Monitoring resident welfare, consultation with resident support staff, incorporating feedback into planning, core activities and operations, identifying and making improvements to the core activities;
- Health, Safety and Wellbeing;
- Respect for the University's core values including intellectual independence and academic freedom; collegiality and collaboration; ethical standards; equity and social justice; and stewardship of the University's reputation, assets and intellectual capital.
- Alignment to University plans and policies, including commitment to the goals of the University's Māori Strategic Framework and Pacific Strategic Framework and its honouring of the Treaty of Waitangi.
- Sustainability – demonstrating practices across all core activities that promote sustainability, reduce the College's environmental footprint, improve resource efficiency and enhance the quality of life on campus.