

A review of a Department/Programme/Unit is not a matter of compliance. It is intended to be constructive and forward looking.

1. Approach the Review positively as an opportunity for self-assessment of the Department/Programme/Unit, and to seek confirmation and advice in developing and strengthening the Department/Programme/Unit over the next 5-7 years. Imbue staff with the same attitude.
2. Select Panel Members with expertise and experience relevant to your aims for the Review and choose a graduate representative on the Panel who has experience, maturity and confidence to contribute to the Review.
3. Identify the major goals that the Department/Programme/Unit wishes to achieve in the next 5-7 years and clearly state these in your Self-Review.
4. Identify any issues in achieving those goals and possible strategies to deal with them and include these in your Self-Review, or in a written submission to the Panel.
5. Structure your Self-Review according to the terms of reference for the Review.
6. Provide, as Appendices to the Self-Review or as 'on-call' supporting documents, the evidence needed to support 3 and 4. (e.g., numbers of research students and their subsequent employment over the past 5-7 years/details relating to external funding, grants, research, publications).
7. When possible, alert the Panel Convenor to any issues outside the scope of the Review that may be raised and/or constitute a conflict of interest.
8. In the Self-Review, provide a list of ALL acronyms that appear in the Review with their full title; provide a separate list for relevant taught papers with acronym and number.
9. In the Self-Review, provide brief descriptions of the title and role of each staff member in teaching, research and administration of the Department/Programme/Unit (a bio sketch).
10. Be open, frank and fair in discussions with the Panel.

Questions?

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