

Refer also to the relevant Review Guidelines available at <http://www.otago.ac.nz/quality/reviews/>

The Self-Review document forms the basis of the Unit's/College's submission to the Panel. The Self-Review needs to include factual information that contextualises the Unit/College, outlines its structure and management, current status, and anticipated future developments; it should also be considered, thoughtful and analytical. The document should highlight strengths and identify areas for improvement. The structure of the Self-Review document should reflect the Terms of Reference of the Review.

The Self-Review document should also include discussion of:

- Challenges, concerns
- Successes
- Restrictions/Wants or aspirations
- Realities.

Matters for consideration and/or inclusion are:

Introduction

- Provide a short history/evolution of the Unit/College, highlight any special factors that have influenced development.
- Provide a short summary of changes made since the previous Unit/College Review e.g., recommendations enacted and resultant outcomes, etc...
- What does the Unit/College want from the review process e.g., Panel ideas, endorsements?

Management/Organisational Structure/Resources Outline

- The management structure, key roles and describe the processes for decision making.
- Staff profile (names, age profiles, levels) – and comments on the adequacy of the level of support.
- Information on opportunities for staff training, development initiatives and associated procedures.
- How is communication handled e.g., to staff/students/wider University/external individuals/groups/interested parties?
- Overview of basic financial position, forecasts and future expectations – including any constraints and/or access to additional resources.
- How is the promotion or marketing of activities/services undertaken?

Appendices might include:

- Diagrams, charts or descriptions of the Unit's/College's organisational structure.
- Biosketches with photos of staff. CVs are not normally required. Job descriptions should be made available.
- Details of uptake of training.
- Space Register.
- Marketing material.

Operations

- Describe *what* the area actually does e.g., the service delivery aspects and why it is done.
- Describe *how* this is done e.g., the administration side and professional development.
- Describe H&S practice within the Unit/College.
- Describe the Unit's/College's Space, IT and Resources.
- Describe the Unit's/College's culture and ethos.
- Identify what it does well and what could be improved e.g., a SWOT analysis.
- Identify potential solutions/quality improvements.

Appendices might include:

- Current Health & Safety Report (Health, Safety and Wellbeing Office) and Security Audit (from the Deputy Proctor).
- Handbooks/Procedures Manuals/Policies.
- KPI measures and achievements.
- Survey documents and summaries.
- Financial data (if necessary).
- Headcount/Work flow data.
- Project ToR/Parameters (if in project underway).

Strategic Focus (as appropriate)

- Detail the key areas that directly support the University's strategic aims e.g., Vision 2040, Pae Tata, Māori Strategic Framework, Pacific Strategic Framework, Tī Kōuka etc.
- Discuss compatibility between the University's and Division's strategic aims and those of the Unit/College.
- Discuss how to best achieve all strategic aims. Identify short- and long-term goals, with links to the University's current strategic plan, challenges, new targets, objectives.
- Discuss staff related issues. For example: recruitment; current and future staff profile in relation to the strategic direction.
- How is strategic success measured and/or demonstrated? Benchmarking?
- Can this be maintained or improved upon?

Appendices might include:

- Copies of Divisional Plan and any other relevant planning documents

Resident Experience

- Pastoral Care – links to on and off campus supports; Te Whare Tapa Wha model
- Residential Assistants
- Tutorials
- Student/Resident Council/Committee
- Community development and events

Community Service/Outreach

- Outline staff contributions to University service on committees/Boards/etc. and consider the impact of this service on the unit/college.
- Discuss Unit/College outreach to the wider community.

Questions?

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