

Matters for consideration and/or inclusion....

Introduction:

- Name of area, key responsibilities and aims of the Unit/College
- Short history/evolution of the Unit/College
- What they want from the review process e.g. Panel ideas or endorsements or etc???

Structure:

- of the Unit/College – job titles and specific/key/stand out responsibilities
- Chart of management and reporting lines, with names of staff
- Describe committee structures (if any?)

Communication:

- Describe connections with the wider University (i.e. teams and individuals)
- Describe connections with external stakeholders
- How is communication handled by the unit?

Operations – Current:

- 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 Bi-Cultural practice
- Identify that which it does well e.g. via a SWOT analysis
- Identify that which could be improved e.g. via a SWOT analysis
- Identify potential solutions/quality improvements

Operations – Future:

- What should the area be doing? Identify short- and long-term goals, with links to the University's current strategic plan, challenges, new targets, objectives
- How should the work be done and goals achieved? Benchmarking?
- What should change, to achieve all goals? And by what process should change occur?

Appendices

These may include:

- Handbooks
- Procedures Manuals
- Marketing material examples
- Organisational charts
- Job descriptions
- Planning documents
- KPI measures and achievements
- Survey - documents and summaries
- Financial data (if necessary)
- Headcount/Work flow data
- Project ToR/Parameters (if in project underway)
- Committee/Sub-Committee ToR/Guidelines (if in place)