

This flyer outlines the role of reviews within the University and the responsibilities of panel members in a review. It is intended to help you make an informed decision about whether to take on this role. If you choose to accept the role, you will receive an official letter of invitation together with the Review Guidelines and other necessary documents. You should make yourself familiar with the contents and discuss anything you are unsure of with the Convenor or the Review Secretary. The Review Secretary will be your main point of contact for the Review and will send you any necessary information.

### **The Role of Reviews**

The primary purpose of the internal review process is to ensure top quality academic and administrative services across the University and to effect on-going improvement in all University activities. To this end, each aspect of the University's operations is reviewed a minimum of once every ten years on a rolling schedule. The review process is managed by the Quality Advancement Unit under the overall direction of the Deputy Vice-Chancellor (Academic).

### **The Review**

The review is an in-depth peer assessment conducted by a panel of senior members of the University of Otago, experts from other universities in New Zealand and overseas and members of relevant employer and professional groups as appropriate. The Panel is selected by the Unit under review and approved by the Head of Division, the Quality Advancement Unit and the Deputy Vice-Chancellor (Academic).

The process begins with a Self-Review written by the Unit under review. The review is then advertised and stakeholders are invited to make oral and written submissions. Standard but amendable "Terms of Reference" give context, focus and consistency to all aspects of the Review Panels' investigations. The review itself is usually held over three days. The Panel submit the final report to the Deputy Vice-Chancellor (Academic) 6–8 weeks after the review. When released by the Deputy Vice-Chancellor (Academic), the Report becomes a public document within the University.

### **The Commitment Required**

Prior to the review visit you are expected to read the review documents (self-review report is usually sent out at least 4 weeks prior to the review). For the review visit itself you should plan to arrive in Dunedin the day before the review begins. You may be expected to attend a pre- review dinner on the evening before the scheduled review and you will be required to stay through to the end of the review. Your involvement in drafting of the report may continue for several weeks after the review until the final review report is submitted to the University.

### **Confidentiality**

All aspects of the review process are confidential to the Review Panel. The final and "released" report is the only aspect of the review that is available to interested parties. This confidentiality is critical to the integrity of the process and is strictly upheld.

## **Costs**

All costs related to the review visit (flights, taxi, accommodation, meals, etc.) will be covered by the University of Otago (within the "moderate/reasonable" limits of the University's travel policy).

For information on honorarium payments and eligibility criteria, refer to the 'Policy on Payment'.

**If you have any questions please contact us at the Quality Advancement Unit:**

Megan Wilson, Reviews Manager, Tel: 03 479 6528 [m.wilson@otago.ac.nz](mailto:m.wilson@otago.ac.nz)

Annabel Rutherford, Reviews Administrator, Tel: 03 479 8432 [annabel.rutherford@otago.ac.nz](mailto:annabel.rutherford@otago.ac.nz)

Pete Dulgar, Reviews Administrator, Tel: 03 479 8861 [pete.dulgar@otago.ac.nz](mailto:pete.dulgar@otago.ac.nz)

Further information is available at

[www.otago.ac.nz/quality/reviews](http://www.otago.ac.nz/quality/reviews)