# DEPARTMENT REVIEW TERMS OF REFERENCE

#### Purpose

- 1. To provide a review of each department in turn. This can be done within six to twelve months of a new Head of Department (HoD) being appointed, or at other times to address key challenges facing an academic department. The review will assist the HoD and their colleagues in developing and/or implementing the Department's strategy in order to ensure that the department's performance is of the highest calibre.
- 2. To consider data relating to the department and use this, together with the department's strategy-evaluation produced by the Department, to assess the current situation and future direction of the department and its strategy, in discussion with the review panel.
- 3. To identify positive achievements and areas of challenge through a short set of commendations and recommendations for both the Department under review. The commendations will identify best practice which will be raised for wider university adoption.

## **Membership**

The Panel membership will be agreed in advance with the HoD, Review Panel Chair and Provost. Membership can vary but should consist of the following representatives:

- Chair: Vice-Provost (Education) and/or Vice-Provost (Research).
- One academic member of the faculty leadership team of another faculty (e.g. Vice-Dean or Associate Dean)
- Senior academics (e.g. a HoD) from another department with understanding of disciplinary area
- A Consul
- External reviewers, suggested from department with a relevant Geographic spread across UK-EU-US, and educational and research expertise. The External Reviewer should not be a current member of the Department's External Advisory Board.
- A student representative to be drawn from either the ICU President or Deputy President for Education
- Strategic Planning Review Manager
- Strategic Planning Review Coordinator (Secretary)

#### **Department and Faculty representatives**

 Representatives of the Department and Faculty will attend relevant sessions of the review meeting.

## **Duration**

The Review meeting will normally take place over two days.

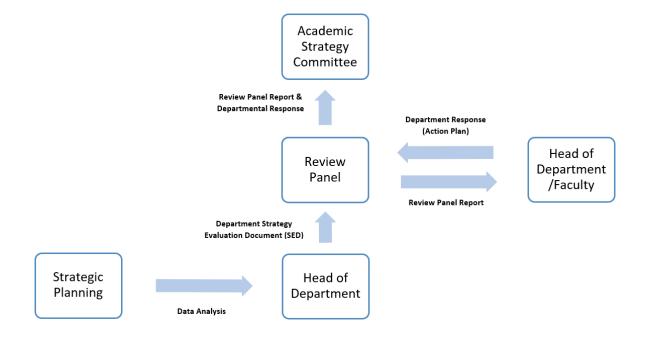
## Roles and responsibilities

Role	Summary of responsibilities

Agree review panel membership and timings with HoD at Panel Chair/s     Attend the beginning of the Review Panel meeting to meet and outline the objectives of the review process     Receive the Review Panel Report prior to submission Academic Strategy Committee for awareness and discuss required     Lead discussion of departmental reviews at the Academic Committee and provide approval of review outcomes and received.	
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Continuitee and provide approval or review outcomes and r	•
Review Panel Chair   • Convene and lead the Review Panel	іскі ѕієрѕ.
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Oversee the preparation of the Review Report recommendations from the Review Panel, to be prescribed Strategic Planning.	•
Departmental • Suggest and agree review panel membership and timing	s with the
Leadership Team Review Panel Chair/s and Provost	
<ul> <li>Agree data set (centrally-held and department-held) to be with Strategic Planning.</li> </ul>	e collated
Review and consult on data provided by Strategic Plannin	g
Prepare the Department Report (including data ana strategy-evaluation document (SED), targets and me success) to be submitted to the Review Panel with sul Strategic Planning. This may involve consultation with	asures of oport from
department.	
Provide an action plan response to the recommendation     Review Report, prior to submission to University Ma	
Board.	
Prepare and submit any follow up reports as required  Translative Property as a required  Translative Property as a required  Translative Property as a required property and required property as a required property and required property as a required property and requir	
Faculty Business  • To support the Department under review and input as app partners/ HQ  preparation of the SED and attend review panel sessions a	•
(for example, Dean to attend the opening session, ar	•
Finance team to input to Finance session)	
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Internal panel  members  • Receive the departmental report in advance of the rev meeting	
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	<ul> <li>Submit the Review Report to the HoD and Faculty Dean for consideration and response</li> </ul>
	• Submit the final Review Report to the Provost/University
	Management Board for approval
Strategic planning -	<ul> <li>Prepare the Department's data pack, collating and preparing analysis</li> </ul>
Review Coordinator	of both central and departmental data where necessary.
	<ul> <li>Circulate agenda, papers, and instructions to the panel.</li> </ul>
	<ul> <li>Liaise with the Department's relevant staff and brief them on their responsibilities around operational arrangements. Ensure progress on this is made.</li> </ul>
	<ul> <li>Attend the review panel meeting, taking notes to produce a full review report post-meeting.</li> </ul>
	<ul> <li>Support the Chairs with the submission of the final review report, including the departmental response (action plan) to UMB and any subsequent follow up reports.</li> </ul>
	<ul> <li>Coordinate follow up actions and evaluation, while overseen by the review manager.</li> </ul>
	<ul> <li>Maintain record of Departmental Review documentation.</li> </ul>

# **Governance**



Last updated: July 2024