Review of Academic and Administrative Service Units Guideline

Section 1 - Purpose and Objectives

(1) This Guideline enacts the Supervisory Organisational Structure Policy and Review of Academic and Administrative Service Units Procedure.

Section 2 - Definitions, Terms, Acronyms

No entries for this document.

Section 3 - Guideline Scope/Coverage

(2) This Guideline applies to the review of Academic and Administrative service Units.

Section 4 - Guideline Statement

(3) The following guidelines are provided to review committees to assist in the preparation for, and conduct of, the review:

a. 'Review Week – Proposed Broad Model'; and
b. Review of Academic and Administrative Service Units - Report Template.

Section 5 - Guidelines

Review Week – Proposed Broad Model

Sunday Evening	
	• Dinner for all members of the review committee and the Secretary to discuss review issues and orient external members to University procedures and protocols.
Monday Morning	
	• Interviews with the Vice-Chancellor, Provost, Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research and Innovation), Deputy Vice-Chancellor (Global Engagement) (15 minutes each). • Interview with the Senior Executive member relevant to the Unit [if not interviewed above] (30 minutes). • Interview with the Director of the Unit (60 minutes).
Monday Afternoon	
	• Interviews with staff.
Tuesday Morning	

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	• Interviews with staff.
Tuesday Afternoon	
	• Visit to the Unit for an informal gathering to meet all staff over lunch/afternoon tea, inspection of Unit facilities. • Report writing to commence.
Wednesday Morning	
	• Report writing, outstanding/unscheduled interviews. • Meeting with the relevant Senior Executive member to discuss feasibility of draft recommendations.
Wednesday Afternoon	
	• Meeting with the Director of the Unit to present draft recommendations (60 minutes). • Presentation of draft recommendations to all Unit staff at the Unit – all review committee members to be in attendance (60 minutes). • Finalisation of report in penultimate draft form.

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Status and Details

Status	Historic
Effective Date	20th October 2011
Review Date	1st September 2014
Approval Authority	Director, Academic Services Division and Academic Registrar
Approval Date	20th October 2011
Expiry Date	10th September 2024
Policy Owner	Kathryn Blyth Director, Academic Services Division and Academic Registrar
Enquiries Contact	Academic Services Division

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