

# 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	
	<ul style="list-style-type: none"> <li>Dinner for all members of the review committee and the Secretary to discuss review issues and orient external members to University procedures and protocols.</li> </ul>
Monday Morning	
	<ul style="list-style-type: none"> <li>Interviews with the Vice-Chancellor, Provost, Deputy Vice-Chancellor (Academic), Deputy Vice-Chancellor (Research and Innovation), Deputy Vice-Chancellor (Global Engagement) (15 minutes each).</li> <li>Interview with the Senior Executive member relevant to the Unit [if not interviewed above] (30 minutes).</li> <li>Interview with the Director of the Unit (60 minutes).</li> </ul>
Monday Afternoon	
	<ul style="list-style-type: none"> <li>Interviews with staff.</li> </ul>
Tuesday Morning	

	<ul style="list-style-type: none"> <li>• Interviews with staff.</li> </ul>
Tuesday Afternoon	
	<ul style="list-style-type: none"> <li>• Visit to the Unit for an informal gathering to meet all staff over lunch/afternoon tea, inspection of Unit facilities.</li> <li>• Report writing to commence.</li> </ul>
Wednesday Morning	
	<ul style="list-style-type: none"> <li>• Report writing, outstanding/unscheduled interviews.</li> <li>• Meeting with the relevant Senior Executive member to discuss feasibility of draft recommendations.</li> </ul>
Wednesday Afternoon	
	<ul style="list-style-type: none"> <li>• Meeting with the Director of the Unit to present draft recommendations (60 minutes).</li> <li>• Presentation of draft recommendations to all Unit staff at the Unit – all review committee members to be in attendance (60 minutes).</li> <li>• Finalisation of report in penultimate draft form.</li> </ul>

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	20th October 2011
<b>Review Date</b>	1st September 2014
<b>Approval Authority</b>	Director, Academic Services Division and Academic Registrar
<b>Approval Date</b>	20th October 2011
<b>Expiry Date</b>	Not Applicable
<b>Policy Owner</b>	Kathryn Blyth Director, Academic Services Division and Academic Registrar
<b>Enquiries Contact</b>	Academic Services Division