

**UWA** **External Comprehensive School Reviews – Overview**

UWA Schools conduct an Internal School Review self-assessment biennially, presented to the Academic Board. Schools will also undergo an External School Review approximately every 7 years. These regular reviews are part of the broader framework of UWA’s quality assurance processes.

The aim of External School Reviews is to highlight strategic opportunities in the context of performance of the school in education, research, research training and external engagement, while also considering innovation and risk identification and management. The UWA Policy ‘[Course and School Review Framework](https://www.uwa.edu.au/policy/-/media/Project/UWA/UWA/Policy-Library/Policy/Academic-Management/Course-and-School-Review/Course-and-School-Review-Policy.doc#:~:text=Courses%20whose%20performance%20is%20consistently,of%20withdrawal%20to%20Academic%20Board.)’ describes these reviews and highlights the objective of quality assurance and continuous improvement. The SDVC will develop the schedule for external school reviews and is the Executive Sponsor.

External School Reviews will be conducted by a 4-member review panel; 2 x external academics and 2 x internal (external to the school) academics - one of the external academics will be the panel chair. The panel will be supported by an Executive Officer.

*The External School Reviews will include the following Terms of Reference:*

## benchmark performance in delivery of teaching through course offerings, research, research training and engagement against appropriate comparable Schools/Units in other Universities to determine the School’s standing, nationally and internationally, in relation to its key strategic goals;

## include an evaluation of outcomes of any implementation plan addressing recommendations of the previous review and of the School’s current strategic and operational priorities; and

(3) provide a summary of how the School has contributed to University-wide strategy and operational priorities, and prospects for future contributions, including any emerging opportunities.

**School Review Process**

There will be a three-stage process for external school reviews:

* Self-assessment report
* Review Panel and report
* Review implementation and follow-up

Schools undertake a self-assessment process of analysis, benchmarking, critical reflection and forward-planning.

The standard duration of a review panel is four days, including time for interviews, considering submissions, and preparing the draft report. A review is generally conducted with panel members in-person, but in circumstances a review (or aspects/parts of a review) can be held online.

The review panel considers the self-assessment document and seeks feedback via submissions and interviews with staff, students, other members of the university and external stakeholders.

The review panel provides an expert report addressing the Terms of Reference.

The review panel’s report (with recommendations) and the school’s response are considered by the SDVC and Academic Board, and then submitted to the Vice-Chancellor.

The Head of School is responsible for implementing the adopted recommendations and will report on progress to Academic Board at the time of each biennial Internal Review Report (i.e. an attachment to each biennial report).

A general outline of the process timeline is as follows:

1. The SDVC consults with Heads of Schools on the draft proposed timing of External Comprehensive School Reviews. The SDVC then consults with the Chair of Academic Board to develop the final schedule. The SDVC advises the PVCAE of the schedule.
2. SDVC formally announces the Review at least 3 months prior to the scheduled Panel meeting and invites submissions from the school, staff, students, others within the University, and external stakeholders.
3. The due date for submissions is generally one month before the commencement of the review. Submissions will be treated confidentially by the Review Panel, and if an individual would prefer to make an anonymous submission to the Panel they are able to contact the Executive Officer to share and de-identify their submission.
4. Submissions are provided to the Panel at least 3 weeks prior to the Panel convening for the 4 day review session.
5. The Panel, in consultation with the SDVC and PVCAE, will determine the schedule for the 4 day review session.

**Resourcing of External Comprehensive School Reviews**

The costs associated with the travel, accommodation and other expenses associated with inviting and hosting external academics to be a panel chair or member will be funded centrally.

The panel will be supported by an Executive Officer from the ‘Course and School Reviews’ team within the Office of the PVCAE.

SPP will provide performance reporting to schools preparing a self-assessment submissions.

