### Name of Policy
Organisational Unit Review Policy

### Description of Policy
The *Organisational Unit Review Policy* governs scheduled and unscheduled reviews of Organisational Units at Australian Catholic University.

### Policy applies to
- ☒ University-wide
- ☐ Specific
- ☒ All Staff
- ☐ All Students
- ☐ Staff and Students

### Policy Status
- ☐ New Policy
- ☒ Revision of Existing Policy

### Description of Revision
The Organisational Unit Review Policy was revised to implement a strategy and risk based approach to reviews.

### Approval Authority
Vice-Chancellor and President

### Governing Authority
Planning, Quality and Risk Advisory Committee

### Responsible Officer
Director, Planning and Strategic Management

### Approval Date
5 June 2018

### Effective Date
5 June 2018

### Date of Last Revision
January 2018

### Date of Policy Review*
January 2019

* Unless otherwise indicated, this policy will still apply beyond the review date.

### Related Policies, Procedures, Guidelines and Local Protocols
- Organisational Unit Review Procedure
- Organisational Unit Review Template: Terms of Reference
- Organisational Unit Review Template: Response Plan and Progress Update
- Planning, Quality and Risk Advisory Committee Terms of Reference and Membership
- ACU Strategic Plan
- Quality Management Policy
- Risk Management Policy
1. **SCOPE**

1.1 The *Organisational Unit Review Policy* governs the organisational unit review process at Australian Catholic University (ACU).

1.2 An organisational unit refers to the Faculties and Directorates that are led by the Vice-Chancellor and President, Provost, Chief Operating Officer, Deputy Vice-Chancellor (Students, Learning and Teaching), Deputy Vice-Chancellor (Research) or Vice-President.

1.3 This Policy does not apply to reviews for accreditation purposes, individual staff or student reviews, or course reviews.

2. **PURPOSE**

2.1 Organisational unit reviews are part of the University’s quality management and its commitment to continuous improvement. The reviews help ensure that the University is aligned with the strategic directions that support the achievement of its Mission and Vision.

2.2 The purpose of the organisational unit reviews is to:
   - Build a culture of critical self-reflection and continuous improvement;
   - Ensure alignment with the University’s strategic direction, Mission and Vision;
   - Recognise areas of strength, achievements and performance excellence;
   - Assess the organisational unit’s engagement with its stakeholders;
   - Identify areas of improvement and provide recommendations; and
   - Explore and assess potential opportunities and future directions.

3. **POLICY STATEMENT**

3.1 Organisational unit reviews will be undertaken at the discretion of the Portfolio Head and/or Vice-Chancellor and President in light of ACU’s strategic objectives, risks and quality assurance mechanisms.

3.2 A member of the Executive may ask for a review to be undertaken, however, it must be approved by the Planning, Quality and Risk Advisory Committee and the Vice-Chancellor and President.

3.3 The Planning, Quality and Risk Advisory Committee oversees the University’s organisational unit review process, which includes the endorsement and/or approval of critical review documents where appropriate.

3.4 The Office of Planning and Strategic Management can provide secretariat and administrative support for the review process in line with this Policy and *Organisational Unit Review Procedure* if requested.

3.5 The organisational unit being reviewed will be responsible for covering all costs associated with the review process, which will include the Panel’s travel and accommodation expenses. The Panel members external to ACU may also receive an honorarium in recognition of their time and contributions to the review.
4. REVIEW PANEL

4.1 Reviews will usually be undertaken by a Review Panel, but may also be undertaken by an individual at the discretion of the Vice-Chancellor and President.

4.2 The Review Panel will usually consist of:
- A Review Chair;
- At least one external Panel member (external to the University); and
- At least one internal Panel member (external to the organisational unit).

4.3 The Review Chair will:
- Be external to the organisational unit and usually external to the University;
- Have expertise in the discipline or function being reviewed; and
- Have expertise in conducting audits and/or reviews.

4.4 The internal Panel member will be a member of the Executive and should have the appropriate qualifications and experience to ensure the review process is conducted in line with the Policy, Procedure and Terms of Reference.

4.5 In accepting the position, the Review Panel agree to:
   a. Abide by the principles of ACU’s Code of Conduct, in particular, informing the Office of Planning and Strategic Management of any potential conflict of interest. The Panel will also be notified of this in-principle in the formal letter of invitation; and
   b. Maintain the confidentiality of all information (including but not limited to any intellectual property and corporate or personal information) made available to them during the review process.

5. ROLES AND RESPONSIBILITIES

5.1 The Review Panel will remain impartial and objective throughout the review process, and will maintain the confidentiality of all information made available to them. The Panel will provide the University and organisational unit with commendations and recommendations, which have been formulated based upon their expertise, experience and stakeholder feedback. The commendations and recommendations will be aligned with the Terms of Reference, unless supported by the Vice-Chancellor and President and/or Portfolio Head. Recommendations will be specific and measurable, and made within the context of the existing operating budget for the unit in question.

5.2 The Review Panel will have the capacity to call for additional staff representation should the stakeholder engagement list not adequately service their information gathering requirements.

5.3 The Portfolio Heads and the Planning, Quality and Risk Advisory Committee will assure the integrity and transparency of the review process, and will have oversight and input into the development of the suite of review documents (including the Terms of Reference, Self-Evaluation Report, Review Report, Response Plan, and annual Progress Updates).

5.4 The head of the organisational unit will uphold the integrity and transparency of the review process, and will develop the review documents as required in consultation with the Portfolio Head.
5.5 The Office of Planning and Strategic Management will facilitate the review process and will provide administrative support and assistance to the Review Panel and the organisational unit as required.

5.6 Should the Review Chair be unable to carry out their duties after commencement of the review, a secondary Panel member or the Chair of the Planning, Quality and Risk Advisory Committee (or their nominee) may assume this role in order to complete the review.

6. REVIEW OF THIS POLICY

6.1 In line with ACU’s Policy on Policy Development, this Policy will be reviewed every five years or more frequently if appropriate.