Southern Cross University

Academic Unit Review Process

Review is planned
as part of the 5 year rolling review schedule set by PVC(AQ)

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Set ToR
PVC(AQ)

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Set Timeline
Executive Dean /College Dean endorse and PVC(AQ) approves

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Convene Review Panel
Executive Dean /College Dean endorse and PVC(AQ) approves

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Commence the Review
BIQ

- **Invite Submissions from staff, students, alumni and/or other stakeholders**
  BIQ
  ↓
  Collate Submissions
  BIQ

- **Communicate the review process and timelines to Faculty staff, ASQC, APO**
  BIQ

- **Create Data Portfolio and send to Faculty / College**
  BIQ
  ↓
  Create Academic Unit Review Report
  Executive Dean/College Dean
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  Send Academic Unit Review Report to BIQ
  Executive Dean/College Dean

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Collate all documents into the Review Submission
BIQ

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Send Review Submission to Chair of the Review Panel
BIQ

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Conduct Review Panel Interviews
Review Panel and BIQ

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Submit Review Report to BIQ
Chair of Review Panel
At least within 4 weeks of the Review Interviews

- **Distribute the Course Review Report to PVC (AQ)**
  BIQ

- **Distribute the Course Review Report and Management Response Template to Executive Dean/College Dean**
  BIQ
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  Create the Faculty Review management response and send to BIQ
  Executive Dean / College Dean
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  Send the Review Report and the Faculty Review management response to VC
  BIQ
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  VC responds to the Review, endorses actions and sends to Executive Dean / College Dean, BIQ and PVC(AQ)
  VC

- **Approved action items added to the Review Action Register**
  BIQ

- **Present Completed Management Response to VCG**
  Executive Dean/College Dean
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  Keep records of progress and completed action items
  Executive Dean/College Dean
  ↓
  Complete 12mth Progress Report and send to VCG
  Executive Dean/College Dean
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  Save all files in W drive and close project
  BIQ

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**END
Academic Unit Review Process**