

COLLEGE REVIEW POLICY

Approved by Council: 26 April 2017.

Revised by Council: None.



Related documents

Australian Qualifications Framework

Education Services for Overseas Students Act 2000

Higher Education Standards Framework section 5.4

Higher Education Support Act 2003

Regulation 3: Colleges

University of Divinity Act 1910 section 23

1. Rationale and Objectives

- 1.1 This Policy aims to establish a mixture of annual reviews and major cyclical reviews through which the University is able to demonstrate how throughout its collegiate structure it meets and exceeds the thresholds set out in the Higher Education Standards Framework. These reviews are conducted with an appropriate degree of independence and external scrutiny, without imposing an undue burden of work on either the University or individual Colleges.

2. Scope

- 2.1 This Policy applies to all Colleges of the University.

3. Principles

- 3.1 The University is committed to ensuring its collegiate system is robust and is able to meet regulatory standards and the needs of its students and stakeholders.
- 3.2 The University undertakes a major review of the performance of each its Colleges at least once every five years, informed by external expertise.
- 3.3 The University's Council is informed about current and potential risks and opportunities in each of its Colleges.
- 3.4 The University ensures that reviews of its Colleges are not unduly burdensome, minimise duplication of effort, and maximise opportunities for strategic initiatives.
- 3.5 Each College of the University has the opportunity, through review processes, to identify areas for improvement in the wider University.

4. Annual Review: Overview

- 4.1 Each College of the University participates in an Annual Review of its performance.
- 4.2 The purpose of the Annual Review is to ensure that the College is compliant with the Regulations, Determinations, Policies and Procedures of the University, and to identify any areas of risk or opportunity in the College or the wider University.

- 4.3 The outcome of the Annual Review is a report from the Vice-Chancellor to the Council. The report may include:
- a) recommendations for action by a College or by the University
 - b) identifying a College as at risk and strategies to monitor and reduce that risk
 - c) identifying a College as no longer at risk and removing it from additional monitoring

5. Annual Review: Process

- 5.1 Each College must submit a portfolio of information reasonably requested by the Vice-Chancellor annually. Such information may include:
- a) the College's vision, strategic plan and current governance arrangements
 - b) the College's audited financial statements, budget and business plan
 - c) risk management arrangements, including occupational health and safety and critical incident management
 - d) details of academic and administrative staff
 - e) research output
- 5.2 The Vice-Chancellor must review information supplied by the College or collected by the University and prepare a draft Annual Review report on the College's:
- a) strategic directions
 - b) governance
 - c) finances
 - d) academic quality
- 5.3 The Vice-Chancellor must provide a copy of the draft report and any recommendations or actions to the College Principal for discussion prior to finalisation of the report. If the Vice-Chancellor and Principal are unable to agree on the final version of the report, the Principal may record an objection to any part of the report for inclusion in the report.
- 5.4 The final Annual Review report and any recommendations or actions is submitted by the Vice-Chancellor to the Risk Management and Audit Committee. The final report is confidential to the members of the Risk Management and Audit Committee, the members of the Council, and the College.
- 5.5 A summary of findings for all College Annual Review reports is provided annually to the Council.
- ## **6. Major Review: Overview**
- 6.1 Each College of the University participates in a Major Review at least once every five years. The review must occur not less than two years prior to the date on which the Collegiate Agreement ends.

- 6.2 The date by which a Major Review must be instituted is established in Schedule A of the Collegiate Agreement between the University and the College.
- 6.3 The purpose of the Major Review is to review the relationship between the College and the University and to assist the Council in making an evidence-based decision:
- a) to authorise a renewed Collegiate Agreement between the College and University without condition
 - b) to authorise a renewed Collegiate Agreement between the College and University with condition/s
 - c) to terminate the relationship.
- 6.4 The outcome of the Major Review is a report and recommendations. This may include:
- a) recommendations for the College
 - b) recommendations for the University or a part thereof
 - c) recommendations for both parties.
- 7. Major Review: Process**
- 7.1 Stage 1: Major Review Panel**
- 7.1.1 The Major Review Panel (“the Panel”) is responsible for the conduct of the review and preparation of its report and recommendations to the Council. The Vice-Chancellor appoints the Panel, having first consulted the Principal of the College under review on the proposed membership.
- 7.1.2 The Panel’s membership is:
- a) the Vice-Chancellor or delegate as Chair
 - b) the Chair of Academic Board or delegate
 - c) at least one other member of the University Council
 - d) up to two other persons.
- 7.1.3 The Panel must include
- a) at least one person with academic expertise relevant to the College under review
 - b) at least one person with financial expertise
 - c) at least two persons external to the University (a member of the University Council may be included in this category)
- 7.1.4 The Panel must not include any person with a direct association with the College under review, including a member of academic or administrative staff, a current student, or a member of the governing body of the College.

7.2 Stage 2: Portfolio and Site Visit

7.2.1 Within sixty days of appointment of the Panel, the College must submit a Portfolio of evidence together with a statement of not more than 5,000 words demonstrating how it addresses the following criteria:

- a) Corporate identity and governance
- b) Strategy
- c) Risk management
- d) Financial viability and sustainability
- e) Infrastructure
- f) Contribution to the University
- g) Academic quality and standards, including academic freedom
- h) Academic staff and staff succession planning
- i) Research and research training
- j) Academic support services for students, including library resources
- k) General support services for students

7.2.2 The Office of the Vice-Chancellor must assist the College and the Panel through provision of information for the Portfolio such as:

- a) enrolment statistics
- b) list of accredited academic staff
- c) list of accredited units
- d) student unit evaluation responses

7.2.3 The Vice-Chancellor must provide the Panel with an evidence-based assessment of areas where the College may be at risk of failing to adhere to the key criteria in section 3 above.

7.2.4 Following receipt of the Portfolio the Panel may request further information from the College or the Office of the Vice-Chancellor. It must then conduct a Site Visit of the College. This must include opportunities to:

- a) meet with members of the governing body of the College
- b) meet academic and administrative staff of the College
- c) meet students currently enrolled through the College

The Site Visit may include opportunities to:

- d) meet graduates

- e) inspect teaching facilities
- f) inspect library and learning support facilities
- g) discuss the strategic focus
- h) discuss possible outcomes of the review with senior staff of the College.

7.3 Stage 3: Draft Report and Consultation

- 7.3.1 The Panel must draft a Report with recommendations of no more than 5,000 words for Council taking into account the Portfolio and Site Visit. The recommendations may propose actions by both the College and the wider University.
- 7.3.2 Prior to submission to Council, the College must be given opportunity to review the draft Report for the purpose of correcting factual errors, and (if it wishes) to make an independent statement of not more than 500 words for communication to Council alongside the Report.

7.4 Stage 4: Final Report and Recommendations

- 7.4.1 The Panel must submit the final Report with recommendations to Council, along with any independent statement provided by the College. The final report is confidential to the members of the Panel, the members of the Council, and the College.
- 7.4.2 If the Council resolves to renew the Collegiate Agreement, a new Collegiate Agreement must be prepared by the Vice-Chancellor or delegate and include an expiry date authorised by the Council. The Collegiate Agreement is to be signed by the Vice-Chancellor and the Seal affixed to the Collegiate Agreement.

7.5 Stage 5: Implementation of Recommendations

The Vice-Chancellor and College Principal must submit a report to the Council on the implementation of recommendations made by the Panel and accepted by Council within twelve months.

8. Date of Next Review

- 8.1 This policy is to be reviewed no later than 31 December 2021.

SCHEDULE 1

College Major Reviews

<i>College</i>	<i>Next Major Review Due</i>	<i>Last Major Review</i>	<i>Agreement Expiry</i>
St Athanasius College	31 Dec 2017	2011	31 Dec 2018
2018			
Morling College	30 Jun 2018	2011	30 Jun 2019
Stirling Theological College	31 Dec 2018	2013	31 Dec 2020
Jesuit College of Spirituality	31 Dec 2018	2013	31 Dec 2020
2019			
Eva Burrows College	31 Dec 2019	2017	31 Dec 2021
Pilgrim Theological College	31 Dec 2019	2014	31 Dec 2021
Whitley College	31 Dec 2019	2014	31 Dec 2021
2020			
Australian Lutheran College	31 Dec 2020	2015	31 Dec 2022
Trinity College Theological School	31 Dec 2020	2015	31 Dec 2022
Yarra Theological Union	31 Dec 2020	2015	31 Dec 2022
2021			
Catholic Theological College	30 Jun 2021	2016	30 Jun 2023