

COLLEGE REVIEW POLICY



Current version in effect from: 15 Jun 2023
Approved by Council: 26 April 2017
Revised by Council: 14 Jun 2023

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
Collegiate Agreements

1. Rationale and Objectives

1.1 This Policy aims to establish a process for internal annual 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 comprehensively assess College performance and the collegiate relationship, 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's Council is informed about current and potential risks and opportunities in each of its Colleges.

3.2 The University ensures that reviews of its Colleges are not unduly burdensome, minimise duplication of effort, and maximise opportunities for strategic initiatives.

3.4 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 terms of the Collegiate Agreement and with all Regulations, Schedules, Policies and

Procedures of the University, to identify any areas of risk or opportunity in the College or the wider University, and to set and review the key performance indicators as required under the Collegiate Agreement.

- 4.3 The outcome of the Annual Review is a report to the Council. The report may include:
- a) recommendations for action by a College or by the University
 - b) identification of a College as 'at risk' and implementation of strategies to monitor and reduce that risk
 - c) identification of a College as 'no longer at risk' and removal of additional monitoring.

5. Annual Review: Process

5.1 Information provided by the Colleges

5.1.1 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) a report on the College's targets and key performance indicators in the previous year, and whether these were achieved

5.2 Information provided by the University

5.2.1 The University must provide each College with a summary of information pertaining to the College's operations which is held centrally by the University. Such information may include:

- a) student enrolments, admissions and completions
- b) student feedback from Student Unit Evaluation and QILT surveys
- c) academic and administrative staff data
- d) research output, staff research activity and third-party research income
- e) a report on the University's targets and key performance indicators in the previous year, and whether these were achieved

5.2.2 Each College must review the information provided and may submit feedback, commentary or corrections.

5.3 The Principal must review the information gathered under 5.1 and 5.2, and submit to the Vice-Chancellor a draft Annual Review report on the College's:

- a) strategic directions, including progress on achieving its key performance indicators

- b) governance
- c) finances
- d) academic quality.

- 5.4 The Vice-Chancellor and College Principal must meet to discuss any recommendations or actions prior to finalisation of the report. If the Vice-Chancellor and Principal are unable to agree on the final version of the report, the Vice-Chancellor may record an objection to any part of the report for inclusion in the report.
- 5.5 The final Annual Review report and any recommendations or actions is submitted by the Vice-Chancellor to the Finance and Risk Committee. The final report is confidential to the members of the Finance and Risk Committee, the members of the Council, and the College.
- 5.6 A summary of findings for all College Annual Review reports is provided annually to the Council.
- 5.7 A deidentified summary of findings for all College Annual Review reports is provided annually to the University Executive.
- 6. Date of Next Review**
- 6.1 This policy is to be reviewed no later than 31 December 2030.