Area Review Policy

1. PURPOSE

Reviews of non-academic Areas form an integral part of the University's focus on quality enhancement and are integral to the process of continuous improvement.

The Area Review Policy provides both an evidence-based quality review process for the Area in relation to meeting the service quality objectives of the Area and the overall strategic objectives of the University.

Systematic review of an Area's effectiveness serves to support the achievement of the University's vision, mission and goals.

2. POLICY STATEMENT

2.1 Reviews of Areas will be undertaken in a regular, planned cycle every five years unless varied by the Vice-Chancellor.

2.2 The use of external assessment, including benchmarking (to similar Areas both within the higher education sector and other industries) and external referencing is a critical and integral part of the review process.

2.3 The Review Panel is appointed by the Provost and includes: a Chair, who will be external to the University with experience in conducting Reviews; a least two members external to the Area under review, either from with the University or externally who have appropriate experience in the Area of review; and another member may be added to the panel at the discretion of the Provost to address a special concern for the Area. Areas are encouraged to suggest panel members from industry or other external organisations as appropriate to the Area.

2.4 Reviews of Areas are informed by the following **Standard Criteria for Review of Areas**:

1) Efficient and effective delivery of the Area's services to progress the University's goals and strategic objectives

   a) management of resources

   b) use of facilities and equipment

   c) financial sustainability of operations

   d) compliance with University policies and procedures, as related to its operations

2) Alignment of the Area to the University's strategic and operational plans

   a) structures and projects enable the University to achieve its goals and strategic objectives

   b) the Area's operational plan and key performance indicators are aligned to the University's strategic and operational plans, and portfolio plans where applicable

3) Alignment of the Area to the University's culture and values

   a) integrates the University's values in its operation

   b) demonstrates a commitment to equity and diversity

   c) demonstrates a commitment to, and a culture of, health and safety

4) Effectiveness of leadership

   a) the area's leadership, management, organisational structure, governance and strategic planning serve to progress the University's goals and strategic objectives

   b) effective management of the Area's human resource capabilities

5) Additional criteria that align with an area's specific responsibilities will be included as appropriate

3. RESPONSIBILITY FOR IMPLEMENTATION, COMPLIANCE MONITORING, MEASURING AND CONTINUAL IMPROVEMENT

The overall responsibility for this policy sits with the Provost. The Office of Strategy and Planning is responsible for ensuring the policy is implemented and that the efficacy of its implementation and effect is measured.

3.1 Provost

a) Approves the members of the Area Review Panels

b) Approves variations to the standard criteria

c) Approves Area review action plans

d) Reports to the Academic Board and Senior Executive Team on the progress and recommendations of the area review report

3.2 Office of Strategy and Planning

a) Coordinates the schedules of area reviews across the University

b) Supports the organisation, documentation, and reporting of area reviews

c) Monitors and reports to the Provost on progress of action plans made in response to review recommendations

3.3 Head of Area

a) In consultation with the DVC/VP of the Portfolio, suggest a panel for approval by the Provost

b) Appoints an Executive Officer for administration of the Review

c) Communicates with Area staff and DVC/VP of the Portfolio throughout the Review Process

d) Liaises with the Office of Strategy and Planning throughout the Review process

4. DEFINITIONS

(Note: Commonly defined terms are located in the *Curtin Common Definitions*. Any defined terms below are specific to this document)

Area

An area is an organisational unit established principally for performing administrative or support functions within the University (as defined in Curtin's *Establishment and Change of Organisational Units Procedures*)

5. SCOPE OF POLICY

This policy applies to the staff, Curtin controlled entities, and all persons participating in University business related to Areas performing support functions within the University.

6. RELATED DOCUMENTS/LINKS

Terms of Reference for Area Reviews

Schedule of Area Reviews 2017-2020

Guidelines for Review of Areas

School Review Policy

Policy Compliance Officer	Melissa Thong, Director, Strategy, Performance & Market Analysis, Office of Strategy and Planning
Policy Manager	Provost
Approval Authority	Senior Executive Team
Review Date	1st April 2020

REVISION HISTORY

Version	Approved/ Amended/ Rescinded	Date	Committee / Board / Executive Manager	Approval / Resolution Number	Key Changes and Notes
New	Approved	20/09/2016	Planning and Management Committee	PMC 79/16	Attachment A to Item 5