

DOCUMENTS TO BE PROVIDED TO THE FACULTY REVIEW PANEL BY THE DEAN OF THE FACULTY

The Faculty Review Panel must receive documentation as follows, no less than one month before the visit of the Faculty Review Panel.

Handbooks and Public Information

- Staff handbook
- Faculty handbook
- Student handbook
- Quality assurance handbook
- Public information documents and materials
- Faculty handbook
- Prospectus
- Website screen prints

Regulations, Policies and Codes of Practice

- Regulations and instructions to examiners for the programs in the Faculty
- Regulations on attendance and discipline
- Admission requirements
- Policy, procedure and codes of practice documents on:
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- ❖ External and internal benchmarking
- ❖ Admission, retention, assessment of students and staff
- ❖ Leadership and management of the Faculty
- ❖ Equity and equal opportunities
- ❖ Admitting students with disabilities
- ❖ Evaluation of the Faculty, staff and students
- ❖ Language requirements for the staff and students
- ❖ Non-standard entry of students to the Faculty
- ❖ Learning and Teaching
- ❖ Assessment, marking and examinations
- ❖ Student support
- ❖ Plagiarism and cheating
- ❖ Quality assurance
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- Program documentation, including credit weightings of courses
- Minutes of meetings of the Faculty Board
- Minutes of meetings of curriculum development bodies and advisory groups
- Study plans, program by program, for the whole Faculty, to indicate the sequence with, and structure of, each program
- Materials and pro-formas used in the academic development and reviewing process
- Statement to show how the Faculty meets evidence-based needs for its work
- Instruments and procedures used to measure Faculty effectiveness
- Fees, including break-even costs and numbers per program
- Documentation in the approval of the Faculty's programs
- Remedial or bridging courses in the Faculty
- Admission scores of the applicants and admitted students for the current academic year and preceding two years
- Application rates, offer rates, selectivity rates and outcome rates for the current academic year and preceding two years for the programs in the Faculty
- English language requirements and levels
- Other specific entry requirements (e.g. mathematics requirements, other language requirements)
- Numbers and dropouts, transfer in and transfer out of the Faculty, and throughput, for the current academic year and the preceding two years, for each program
- Supervision arrangements and allocations
- Research facilities and resources for staff and students
- Research activities by staff and students
- Publication record of staff and students
- Time taken to complete by students, for each program
- Completion rates for the current academic years and preceding two years
- Attendance requirements
- Attendance data for each course for the current academic year and preceding two years
- Links with external parties/institutions
- Awards made for the preceding three years, by program together with summaries of grade/GPA distributions for these

- Indicators used in reviewing the Faculty
- Budgets and estimates for the preceding two years, current year, and the next three years
- Unit costs per student per program

Leadership and Management

- Organizational chart, including student representation on/membership of committees/Faculty Board and administrative support
- Membership of the Faculty Board and its terms of reference
- Duties and responsibilities of the Faculty leader(s)
- Structures/personnel with responsibility for staff development
- Membership of the Program Committees, Boards of Examiners, External Examiners, their terms of reference and policies/procedures
- Student records: student data, attendance, academic reports and monitoring
- Record of staff development for the current academic year and the preceding two academic years

Faculty

- Summary CVs of all staff teaching on the Faculty
- Summary data on all staff teaching on the Faculty, including, for each person, and in tabular form: sex; ethnicity; nationality/home; qualifications (percentages with doctorates, Master's etc); selected publications; areas of expertise and experience; number of years teaching; level of appointment (e.g. Assistant Professor, Associate Professor); programs courses and supervisions on which each is working on the Faculty; teaching loads; administrative work; community/service work; research undertaken; research grants awarded
- Number and ratio of full-time and part-time academic and administrative staff
- Remuneration and conditions of service for staff at each rank
- Data on teaching assistants in the Faculty, including, for each person, and in tabular form: sex; age; ethnicity; nationality/home; qualifications; selected publications; areas of expertise and experience; area(s) in which working; teaching assistant loads

- Numbers of new faculty and faculty who have left each year over the preceding three years and the present year
- Number and nature of funded research programs
- Number of supervisions per staff (member by member)
- Faculty to graduate ratio
- Faculty to student ratio

Students

- Copies of the Faculty's student evaluation form and a summary of students' evaluations of faculty and programs for the current year and preceding two years
- Description of learning support services
- Description of student support services

Resources

- Description of dedicated resources available to the Faculty
- Planned increases to the resources and upgrading of resources
- Policy and procedures for staff and student input into resource acquisition and usage (e.g. books)

Quality Assurance

- Quality assurance procedures, mechanisms and processes in the Faculty
- Responsibilities for QA on the Faculty, and who is responsible for what
- Involvement of staff and students in quality assurance
- Documentation on quality assurance