Quality Review

Self-Evaluation Committee

Terms of Reference

Purpose/Principles

The Self-Evaluation Committee (SEC) will lead and manage the overall process of self-evaluation for the Unit, ensuring the engagement and participation of all staff throughout the process.

Using the outcomes of the self-evaluation process (SWOT, benchmarking, stakeholder feedback and internal staff consultation), the SEC will oversee the preparation of the Self-Evaluation Report (SER) and present its analysis as recommendations for future enhancement activity.

The SEC will be the communication conduit between the unit and QEU helping to ensure active communication during the self-evaluation process.

The SEC will be participative, enabling and consultative. All staff members of the Unit will be fully informed about the self-evaluation process and will be encouraged to contribute their views and participate in the self-evaluation process.

Structure

- The SEC will be *representative of all staff at all grades* in the Unit and should also include stakeholder/student representatives if appropriate.
- The Chair of the SEC will be appointed by the Head of Unit.
- The Head of Unit will ensure external oversight of the process and will not be a member of the SEC. The Chair of the SEC will provide regular reports on the progress, emerging themes and key developments from the self-evaluation process to the Head of Unit.

Mode of Operation

- The SEC will meet frequently, usually every fortnight at the start of the process to define the overall timelines and self-evaluation activities and thereafter at periodic intervals as appropriate to the planned activities.
- The SEC will identify tasks to be undertaken in preparation for review and determine which member of the Committee will take leadership for each task.
- The SEC should liaise with the reporting line manager (Head of College/UMT member) throughout the process to discuss the unit's self-evaluation progress.
- The Review Coordinator will liaise with the SEC regularly by attending part of meetings and will facilitate contact between the SEC and the QEU. The Review Coordinator's role is as a source of advice, liaison, and facilitation for the Unit under review and to ensure access to relevant information and resources throughout.

The Self-Evaluation Report

- The SEC will oversee the production of the Self-Evaluation Report (SER). The report should be a reflective rather than a descriptive document.
  - A reflective SER provides a good basis for a constructive review. A reflective document identifies aspects of a unit that are working well and areas which could be developed further. These reflections are analysed based on SWOT, benchmarking, stakeholder feedback and internal staff consultation. The process of self-evaluation requires you to consider four basic questions, namely:
    - What are you trying to do?
    - How are you trying to do it?
    - How do you know it works?
    - How do you change in order to improve?
- The SEC will ensure that the final Self-Evaluation Report includes the views of the entire staff of the Unit.
- The SEC will ensure that the final Self-Evaluation Report is signed off by the Head of Unit and the reporting linemanager (Head of College/UMT member) prior to submission.
- The Self-Evaluation Report must be submitted to the QEU **6-8 weeks** before the site visit commences for circulation tothe Peer Review Panel.
- The SEC, along with the Head of Unit, will oversee the production of the Quality Enhancement Plan following receipt of the Peer Review Panel Report.