

# Committee/Board Reviews and Self-Reviews - Operational Policy



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## 1. Purpose of policy

This policy identifies the requirements for reviews and self-reviews of committees and Boards at the University of the Sunshine Coast.

## 2. Policy scope and application

This policy relates to reviews and self-reviews of various committees or boards at the University of the Sunshine Coast.

## 3. Definitions

Please refer to the University's Glossary of Terms for policies and procedures. Terms and definitions identified below are specific to these procedures and are critical to its effectiveness:

Portfolio Manager means the Vice-Chancellor and President.

Review Leader means the Chairperson of the Academic Board.

Review Officer is the Director, Governance and Risk Management

## 4. External reviews – rationale and frequency

4.1 External reviews are intended to contribute to identification and implementation of changes, developments and improvements that could be made in relation to a committee/board in order to strengthen its effectiveness.

4.2 An external review of the Academic Board (the Board) and its Standing Committees (Committees) will be held at least every five years.

4.3 External reviews of other University boards/committees as mandated by any external authority or legislation or as required by the terms of reference of a board/committee or as initiated by the Council or the Academic Board or the Vice-Chancellor and President or a Deputy Vice-Chancellor or a Pro Vice-Chancellor will be held consistent with any requirements of the relevant external or internal review-initiating authority or relevant terms of reference or legislation.

## 5. External review of Academic Board and its Standing Committees

5.1 Each external review of the Academic Board and its Standing Committees will be undertaken by a review panel, appointed by the Vice-Chancellor and President, the membership of which will comprise persons with no formal association with the Academic Board or the University.

5.2 The Academic Board will develop proposed terms of reference for each external review of the Board and its Standing Committees and recommend the proposed terms of reference to the Vice-Chancellor and President for approval by the relevant milestone date as published in the University's latest review schedule.

5.3 The terms of reference for the review must make clear that the review panel will undertake an evidence-based evaluation of the extent and effectiveness of the Board's and Committee's activities. This will include:

- (i) how operations and outcomes contribute to achievement of the University's strategic academic objectives and targets;
- (ii) whether practices and processes are consistent with higher education sector norms and expectations; and
- (iii) how they contribute to the University's ongoing compliance with the Higher Education Standards Framework and other relevant external legislation or other requirements.

5.4 The review panel will provide independent advice and recommendations, derived from the evaluation, to assist the University, the Board and the Committees in identifying:

- (i) strengths, good practices and processes, and positive outcomes in recent years;
- (ii) areas in which the Board's and Committees' purposes, roles, functions, responsibilities, composition, practices, processes and outcomes should be changed, enhanced or improved; and

### APPROVAL AUTHORITY

Vice-Chancellor and President

### RESPONSIBLE OFFICER

Vice-Chancellor and President

### DESIGNATED OFFICER

Pro Vice-Chancellor (International and Quality)

### FIRST APPROVED

3 December 2013

### LAST AMENDED

26 June 2019

### EFFECTIVE START DATE

26 June 2019

### REVIEW DATE

24 June 2024

### STATUS

Active

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(iii) areas in which support for the Board and Committees should be changed, enhanced or improved, including in relation to practice in other Australian universities.

5.5 For each review, the Board and the Committees will develop and provide a response to the panel's review findings, an action plan to address review recommendations, six-monthly progress reports and a final report on implementation of the action plan.

5.6 Each external review of the Board and the Committees should be undertaken consistent with procedures or guidelines for such reviews developed and approved by the Academic Board from time-to time.

## 6. Self-reviews of committees/boards

6.1 The purpose of a committee/board self-review is to provide opportunity for the body to identify ways and means by which it may become more effective in performing its roles and to identify and implement any improvement actions or processes.

6.2 Where the terms of reference for a committee/board include a requirement for self-review of the relevant body, the self-review will be held in accordance with the relevant terms of reference and any self-review procedures or guidelines developed by the relevant body for its own self-review.

6.3 Where the terms of reference do not include a requirement for self-review, committees/boards are encouraged to undertake a self-review at least every two-years.

## 7. Authorities/Responsibilities

The following authorities are delegated under this policy:

| ACTIVITY  | UNIVERSITY OFFICER/BODY       |
|---|-------------------------------|
| Approve terms of reference for formal reviews of the Academic Board and its Standing Committees | Vice-Chancellor and President |
| Appoint members of panel for formal reviews of the Academic Board and its Standing Committees   | Vice-Chancellor and President |
| Approve procedures for formal reviews of the Academic Board and its Standing Committees         | Academic Board                |

END

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### RELATED DOCUMENTS

Enterprise Risk Management - Governing Policy  
Governance Framework - Governing Policy  
Planning and Reporting Framework - Governing Policy  
Policy Framework - Governing Policy  
Program Accreditation and Course Approval - Governing Policy  
Review of Academic Board and its Committees - Procedures

### LINKED DOCUMENTS

Review of Academic Board and its Committees - Procedures