

# Training Workshop for Reviewers Institutional Review Sri Lankan Universities & HEI's

## Review Team and the Review Visit

Prof. Deepthi C. Bandara



# Visit

# Review Team and the Review Visit

The knowledge, experience and professional standards of the members of the review team and its chairperson are crucial to the conduct of a credible and high quality institutional review

It is also of equal importance that reviewers and the HEIs are aware of each other's roles and responsibilities in order to ensure that the review process takes place in a timely manner without any obstacles or conflicts



# Selection of Reviewers

The QAAC will maintain a pool of institutional reviewers from which it will select and appoint reviewers for each institutional review

criteria for selection of study institutional reviewers:

- ✓ Undergone training as a reviewer
- ✓ Experience in quality assurance activity in areas appropriate to the review
- ✓ Awareness of national, professional and employers' requirements of graduates
- ✓ Acceptability to the university being reviewed, as independent reviewers with suitable subject or institutional expertise

**In addition, each reviewer should sign a self-declaration of no involvement with the particular University/HEI that may lead to a conflict of interest**



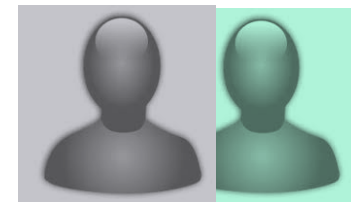
# Composition of the Review Team

- ▶ The review team would ideally be composed of five members with adequate gender representation
- ▶ It is essential that one of the members should be selected from outside of the academia, who can look at issues from a more industry-related or professional perspective
- ▶ The QAAC will identify the review chair from among the team of five members selected for the review team



# Profile of Reviewers

- High degree of professional integrity
- An enquiring disposition
- Personal authority and presence
- Ability to act as an effective team member
- Good individual time management skills
- Ability to readily assimilate a large amount of disparate information
- Good command of analysis and sound judgment
- Ability to make appropriate judgments in the context of complex institutions different from their own
- Experience in organization and management, particularly in relation to teaching and learning matters
- High standard of oral and written communication, preferably with experience in writing formal reports



# Review Chair – Training and Role

- ✓ The Review Chair would have received the same training as a reviewer, and would possess extensive experience in higher education and familiarity with assurance of standards and quality
- ✓ The duties of the Review Chair besides managing the conduct of the review, include writing certain sections as agreed upon, and facilitating the compilation and editing of the review report
- ✓ the Review Chair must enable the team to analyze the documents provided by the University/HEI and develop a robust evidence base on which to make judgments



# Review Chair – Knowledge and Skills

In-depth knowledge of all aspects of higher education is a necessary prerequisite to provide leadership to the review team

**Review Chair** is expected to have the

- ▶ ability to manage small teams (with experience either in HE or in industry)
- ▶ ability to work within given timescales and adherence to deadlines
- ▶ ability to lead a team of experts
- ▶ ability to communicate effectively in face-to-face interaction
- ▶ experience of word processing; and ability to produce clear and succinct reports on time





# Conduct of Reviewers

Reviewers will strive to uphold the highest standards of professional practice throughout the review process, exemplified by,

- ▶ respectful, professional conduct towards staff and students at all times
- ▶ application of guidance provided through reviewer training on the conduct of peer observation of teaching
- ▶ acceptance of privacy of the review process for the duration of a review visit
- ▶ acceptance of individual responsibility for assigned tasks within the review team
- ▶ acceptance of collective responsibility for the review team's judgments



**CONDUCT**



# Review Visit Arrangements

Consistency and clarity in interactions between a review team and a University/HEI will be facilitated by the following:

- ▶ Designation of the review team Chair as the team's formal point of contact with the University/HEI before, during and after the review
- ▶ Designation of the Chair/Secretary of the IQAU of the respective University/HEI to co-ordinate communications between the HEI and the review team and to provide logistical support



# Schedule of Meetings

- ✓ The review team will divide its time between meetings with staff and students and reading documented evidence provided by the institution
- ✓ It may also request a tour of the main campuses, though the extent and purpose of this should be judged in the light of the team's view of its main lines of inquiry
- ✓ The Review team having read the SER beforehand will suggest a schedule of meetings in advance of the visit



# .... Schedule of Meetings

- ▶ The team may request meetings with individuals or small groups, for example with
  - ✓ representative group of the University Council/Governing Body (or equivalent)
  - ✓ the Vice-Chancellor/Director
  - ✓ members of the Senior Management team
  - ✓ representative group from Senate/Academic Syndicate
  - ✓ Deans of Faculties, Librarian, Heads of Departments/Units/Centres
  - ✓ a cross section of academic staff/administrative support staff/non-academic staff
  - ✓ students and student representatives
  - ✓ external examiners
  - ✓ external stakeholders including employers, industry, private sector involved with the university activities
  - ✓ community representatives with links to or involvement with the university



