

**SUMMARY TIMETABLE FOR REVIEW PROCESS
ACADEMIC DEPARTMENTS/FACULTIES**

It is envisaged that the review process will take between 12 – 15 months but each unit will have their own timeframe in mind. The review will commence at the beginning of the academic year, in October.

TIMING	ACTIVITY
Term 2 of academic year prior to review	QA/QI Officer will contact the Head of the unit due for review to discuss the review process and outline the procedure.
April/May of academic year prior to review	The unit might find it helpful to conduct a SWOT analysis (strengths, weaknesses, opportunities, threats) through a focus session which the whole unit can attend. Issues to be discussed in the review can then be formulated.
Summer break prior to review	Staff can reflect on what the unit does and how it is done, update their C.V.'s and propose report formats.
October to December of review year	Unit holds a series of meetings, discussing a particular aspect of the self-assessment report at each meeting. The Head draws together the self-assessment report and supporting documentation.
January of review year	Student feedback questionnaires are finalised in consultation with the QA/QI Officer and a date and time agreed for students to complete the questionnaires. Units may already have feedback as part of their protocol, in which case they can use their own formats.
February - April of review year	Questionnaires are evaluated by QA/QI Officer (if generated through the QA/QI Office) and a report of findings sent to unit Head. Unit considers peer reviewers and submits details of proposed reviewers to the QA/QI Steering Group.
April – June of review year	Draft report is finalised and unit signs off on content of report.
July of review year	Peer reviewers confirmed and a copy of the report sent to each reviewer.
August – September	Dates of review confirmed and an agenda drawn up by QA/QI Officer in consultation with Head of unit.
October – November	Review takes place over 2/3 days and draft report is written up while on site.
4 weeks after review	Final report is forwarded to the QA/QI Officer who will forward it to the Head of unit for comments on factual accuracy.
6 – 8 eight weeks after review	Reviewers amend report (if needed) to correct inaccuracies and a final copy is sent to the QA/QI Officer.
8 – 10 weeks after review	Report is circulated to Head of Department, Head of Faculty, QA/QI Steering Group for comment and recommended to Academic Council for publication. Recommendations are actioned by unit and College within available resources.