

## **Draft Guidelines for getting started for a Department/Unit**

These guidelines have been drafted to help Departments and Units begin Quality Review. They will be reconsidered on an on-going basis and will be informed by best practice both here and in other colleges/universities.

1. It is anticipated that at least a year's notice will be given of a quality review for a Department/Unit
2. The schedule of reviews is negotiated between the Quality Promotion Co-ordinator and the heads of Departments/Units.
3. Initial contact is made between the Head of the Department/Unit and the Quality Promotion Co-ordinator (QPC) at the start of the review to discuss the way forward.
4. As soon as possible after that, the QPC will meet with all of the Department/Unit to outline the process. Ideally, this meeting should have a single item agenda and there will be opportunities for staff to discuss questions/issues/concerns in relation to quality review.
5. In the case of large Departments/Units a sub-committee may be established to progress the work. Mechanisms for keeping all staff informed should also be agreed if appropriate.
6. The nomination of a peer review group should take place early in the process in order to allow for sufficient notice and planning. Advice should be sought from the quality promotion committee in relation to desirable categories of peers. At least three nominees in each category should be submitted for approval to the quality promotion committee.
7. Departments/Units may apply for some funding to assist them in their review work. For example, one member of a Department/Unit might seek remission of some of his/her normal duties in order to progress the quality review work. The quality committee will assess and make decisions in this regard. It should be stressed however that ownership of the review rests with the whole Department/Unit.
8. A draft copy of the self-assessment report will initially be circulated to all staff for comment. This will then be submitted to the quality promotion committee for consideration and comment. Any amendments will be agreed and the final draft submitted to the peer review group at least one month in advance of their site visit.
9. Guidelines for the conduct of a peer review visit are available.

10. Guidelines for follow-up work - to be drafted.