# **GUIDE TO DEVELOPING THE SELF-REVIEW PORTFOLIO**

# **FOR ACADEMIC REVIEW**

# **SECTION ONE**

*The purpose of this document is to assist the department in preparing for an academic review and should be read in conjunction with the ‘Guidelines and Procedures for Academic Review’. The Self-Review Portfolio (SRP) should also be completed in conjunction with questions that have been developed in the Terms of Reference. The emphasis of the SRP should be on providing a critical and reflective commentary on departmental strengths and, areas that could be improved upon. It is critical that the final document is reflective of all ‘voices’ in the department. Below is a typical structure that would be expected of a departmental SRP.*

**DESCRIPTION OF THE PROCESS OF DEVELOPING THE SELF-REVIEW PORTFOLIO**

*Please describe the way in which your Self-Review Portfolio was produced. E.g. Did you put together a departmental team that addressed certain sections of the report? How have views of all staff been solicited? Are you satisfied that the Self-Review Portfolio is reflective of all staff views and opinions?*

**BACKGROUND AND DESCRIPTION OF THE DEPARTMENT**

*Please provide a brief description of when the department was formed and how it came into being, the size of the staff compliment (both administrative and academic), the number of undergraduate and postgraduate programmes that are offered by the department, cognate departments that it interacts with etc.*

**SUMMARY OF THE KEY STRENGTHS AND CHALLENGES OF THE DEPARTMENT**

*Please provide a summary of the main activities that you believe the department does well. Also provide a summary of the key challenges that the department is faced with.*

# **SECTION TWO**

*In this section you are requested to provide a critical self-reflection of the activities and work done by the department. Note: a description of the activities in each area should include a reflective comment on strengths, as well as commentary on the areas of improvement. Remember to use your Terms of Reference as a guide to commentary provided. Also note that you may choose to provide a separate commentary on transformation across the four focus areas below under a fifth bullet, or to embed such comment in each section.*

1. **GOVERNANCE AND ADMINISTRATION**

*Please attach (in Appendix A) a demographic breakdown of the staff, level of seniority in the department (i.e. lecturer, senior lecturer, professor), years to retirement etc. Note: You may contact the Institutional Information Unit (IIU) for this information – the contact person will be provided to you by the Quality Assurance Manager. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*

*Please comment on the following:*

* *Departmental structures for decision-making in the department.*
* *HoD support structure and succession planning.*
* *Workload allocation model for academic staff– if available.*
* *Efficiency of administrative systems used by the department.*
* *Support, training and development of administrative staff.*
1. **TEACHING AND LEARNING**

*Please attach (in Appendix B) a list of all the undergraduate and postgraduate programmes offered by the department. Also provide statistical data on pass rates, throughput rates etc. Any other supporting documentation related to teaching and learning may also be attached. Note: You may contact the Institutional Information Unit (IIU) for some of the required information – the contact person will be provided to you by the Quality Assurance Manager. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*

*Comment on whether academic staff are aware of the staff development opportunities that are available to them. Are staff encouraged to participate in such activities?*

*If your department offers more than one undergraduate or postgraduate programme, please specify your choice of programmes for review by the panel. Also provide a brief motivation for the choice of programme for review.*

* 1. **UNDERGRADUATE TEACHING AND LEARNING**

*Please provide a critical reflection (1-2pgs) on general undergraduate activities within the department. Where service courses are offered by the department, please list and provide commentary on these.*

***Bachelor of \*\*\*\****

*Please provide a reflective account of the activities within the programme, indicating areas of strength and challenges experienced. In addition, please provide specific commentary on the following aspects of the selected programme:*

* *Courses within the programme (attach course outlines in Appendix A).*
* *Sequencing of courses and coherence of the programme.*
* *The way in which reading materials and course notes are accessed by students.*
* *Assessment methods used to evaluate student performance and the timing of feedback on work that has been submitted.*
* *The tutorial system employed by the department? Describe the role (and expectations) of tutors in relation to the lecturer.*
* *Availability of lecturers and other teaching staff for student consultation.*
* *Mechanisms to check for consistency of marking of examination papers (attach an example of external examiner’s report in Appendix A).*
* *Ways in which the department obtains feedback from students? (Attach a sample of course evaluations in Appendix A).*
	1. **POSTGRADUATE TEACHING AND LEARNING**

*Please provide a critical reflection (1-2pgs) on general postgraduate activities within the department.*

***\*\*\*Name of qualification for review\*\*\****

*Please provide a reflective account of the activities within the programme, indicating areas of strength and challenges experienced. Please attach the time-to-graduation statistics; enrolment statistics; course outlines (where applicable); assessment criteria (where applicable).*

*In addition, please provide specific commentary on the following aspects of the selected programme:*

* *Ways in which the department recruits postgraduate students.*
* *Processes for approval of student research proposals and completed dissertations/theses.*
* *Criteria for the selection and appointment of supervisors.*
* *The way in which supervision is built into workload of academic staff.*
* *Mechanism/s within the department to obtain feedback on the student’s experience of their supervisor.*
* *Activities (if any) in the department to build/strengthen esprit de corps amongst postgraduate students and with the department.*
1. **RESEARCH**

*Please attach (in Appendix C) the publication output per academic staff member in the department. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*

*Please comment on research productivity within the department. Consider and comment on the support and mentorship plans for academic staff in the department. Name and comment on whether there are specific challenges in relation to the promotion of research in the department. Comment on whether there are any research collaborations within the department or with other departments in the university.*

1. **SOCIAL RESPONSIVENESS**

*How is the concept of ‘Social Responsiveness’ understood by the department? Please comment on any departmental activities or projects that staff in the department are involved with.*

1. **TRANSFORMATION**

*Please provide specific comments on transformation, in relation to all the focus areas above, in this section if it has not been addressed under bullets 1-4.*

# **SECTION 3**

**ANY OTHER ISSUES**

*If any issues of a specific nature have not been addressed in the focus areas above, please use this section to comment.*

**APPENDIX A: SUPPORTING DOCUMENTATION ON GOVERNANCE AND ADMINISTRATION**

*Please attach a demographic breakdown of the staff, level of seniority in the department (i.e. lecturer, senior lecturer, professor), years to retirement etc. Note: You may contact the Institutional Information Unit (IIU) for this information – the contact person will be provided to you by the Quality Assurance Manager. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*

**APPENDIX B: SUPPORTING DOCUMENTATION ON TEACHING AND LEARNING**

*Please attach (in Appendix B) a list of all the undergraduate and postgraduate programmes offered by the department. Also provide statistical data on pass rates, throughput rates etc. Any other supporting documentation related to teaching and learning may also be attached. Note: You may contact the Institutional Information Unit (IIU) for some of the required information – the contact person will be provided to you by the Quality Assurance Manager. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*

**For the selected undergraduate programme attach:**

* *Course outlines of courses in the programme.*
* *Examples (2-3 egs.) of external examiner’s report for courses in the programme.*
* *A sample of course evaluations for courses in the programme.*

**For the selected postgraduate programme attach:**

* *Enrolment statistics with a demographic breakdown of postgraduate students.*
* *Time-to-graduation statistics.*
* *Course outlines (where applicable).*
* *Assessment criteria (where applicable).*

**APPENDIX C: SUPPORTING DOCUMENTATION ON RESEARCH**

*Please attach the publication output per academic staff member in the department. Also attach any other useful documentation/ evidence to support the claims made in this section of the portfolio.*