**Divisional Review: xxx**

**Date**

# Report of the Review Panel

This report is the result of the Divisional Review of [INSERT NAME OF DIVISION].

Membership of the Review Panel included [INSERT NAMES OF REVIEW PANEL MEMBERS]. Details of the Review Panel, together with details of the division’s Review Team and the programme for the review are attached as Annex A. The division’s self-evaluation document is attached as Annex B, and Financial Data is attached as Annex C.

The report is in three sections, as follows:

1. **Overall Summary**

[This could include the following:

* 1. Background
  2. Management, organisation, leadership, finance, facilities and resources
  3. Strategic issues and contribution to University Vision and Strategy particularly Education and Research)
  4. Matters relating to student and staff satisfaction
  5. Stakeholder engagement, including partnership working
  6. Challenges for the future]

1. **Overview of services, teams, staff numbers etc.**
2. **Prioritisation for the review**

4.1 The key areas that the panel agreed to focus on during the Review were as follows:

1. **The Review**

5.1 Who the panel met with (general) and what information the panel had been provided with in advance (SED).

**6. Key themes**

* 1. Introductory Paragraph to include general positive findings of the Review.

6.2 Summary of the key themes that emerged over the course of the review.

To include:

Achievements and areas of best practice

Other themes which arose/smaller issues flagged

**7. Commendations**

[This section should include achievements and areas of best practice in the Division]

7.1 The Panel were happy that XX

7.2 The Division was clearly strong in XX

Etc.

**8. Recommendations**

**8.1 The Review Panel recommends to XXX (Division) the following:**

* XXX
* XXX
* XXX

**8.2 The Review Panel recommends to the Registrar the following:**

* XXX
* XXX
* XXX

**8.3 The Review Panel recommends to the University the following:**

* XXX
* XXX
* XXX