University of
BRISTOL

TEMPLATE[1]

REVIEW OF THE SCHOOL OF …. (SCHOOL)

DATE

PROGRAMME

Review Panel:

Chair xx (DVC/PVC)

Xx Dean of the Faculty

Xx Internal reviewer – Academic (from another Faculty e.g. Head of School, FED etc)

xx Internal reviewer – Professional Services (usually a Faculty Manager from another Faculty)

xx External reviewers (usually 2)

xx Student representative

Review Co-Ordinator xx

School Management Team (suggested):

Xx Head of School

Xx Deputy Head of School

Xx School Manager

Xx Head of Teaching

Xx Director of Research

Xx Director of Research Committee

Xx Director of Graduate School

DATE (VENUE)

Timings and Location	Meeting/Session	People attending
11.30 – 12.30 **Room: XX**	Private meeting of the Review [Panel to plan the review and discuss key themes/issues]	Review Panel only
12.30 – 13.00 **Room: XX**	Lunch	
13.00 – 14.00 **Room: XX**	Meeting with the current **Head of School** [where appropriate, it might be useful to also include the incoming Head of School]	[insert names and job titles]
14.00 – 15.00	Tour of School facilities	[led by the Head of School and/or School Manager]
15.00 – 15.05	Comfort break	Review Panel only
15.05 – 15.50 **Room: XX**	Meeting with the **School Management Team** [example topic the Panel might discuss: strategies, finance, organisation, staff development, planning & resource management]	[Insert names and job titles] [Note: This should include the School Manager and Head of School, as well as the rest of the school senior management team.]
15.50 -16.20 **Room: XX**	Meeting with **Faculty Manager**, **Faculty HR Manager** and **Faculty Financial Controller**	[Insert names and job titles]

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[1] This is a suggested programme only. Not all School Reviews will fit this exact template.

16.20 – 16.25	Comfort break	
16.25 – 16.55 **Room: XX**	Meeting with **Faculty Research Director**, **Faculty Education Director**, and **Faculty Admissions and Recruitment Officer**	[Insert names and job titles]
16.55 – 17.35 **Room: XX**	Private meeting of the Review Panel	Review Panel only
17.35 – 18.35 **Room: XX**	Drinks with **School staff**	Open to all school staff
18.35 – 19.15	Comfort Break [(externals check into hotel etc)]	Review Panel only
19.15 – 21.00 (Hawthorns)	Dinner	Review Panel only

Wednesday 25 March 2015

Timings and Location	Meeting/Session	People attending
08.30 – 09.00 **Room: XX**	Private meeting of the Review Panel	Review Panel only
09.00 – 10.00 **Room: XX**	Meeting to discuss **education** and the **student experience** in **undergraduate** programmes with those involved in **coordinating and delivering UG programmes** and those involved in **recruitment and support of UGs**	[Insert names and job/role titles]. [Suggestions: • Director of Studies • Programme Directors • Head of Teaching • Senior Admissions Tutor • Other relevant academic and professional services staff Note: It is important to have a spread of staff involved across the review, and to avoid (where possible) duplication of staff across different sessions. Maximum of 8 people per session]
10.00 – 10.45 **Room: XX**	Meeting with **undergraduate students**	[Insert names, year of study, discipline of study] [Note: it is useful to have a broad (and representative) range of UG students from Years 1 – 3 (and any students from a Year in Industry or other similar schemes). The selected students can be any School UG student or UG student reps within the School. Schools are encouraged to make better use of the Course Reps system and to engage more with Bristol SU in this regard. Maximum of 8 people per session.]
10.45 – 11.00	Comfort Break	Review Panel only

Timings and Location	Meeting/Session	People attending
11.00 – 11.45 **Room: XX**	Meeting to discuss **research and impact, entrepreneurship and engagement** (including school research strategy) with **research group leaders**	[Insert names and job/role titles]. [Suggestions: • Director of Research • Heads of Research Groups • Impact Director • Director of Research Committee • Head of School • Director of Graduate School • Representative from Bristol Doctoral College • Other relevant academic and professional services staff Note: It is important to have a spread of staff involved across the review, and to avoid (where possible) duplication of staff across different sessions. Maximum of 8 people per session
11.45 – 12.30 **Room: XX**	Meeting to discuss **education** and the **student experience** in **taught and research postgraduate programmes** with those involved in **coordinating and delivering** PGT & PGR programmes and those involved in t**he recruitment and support** of PGTs and PGRs	[Insert names and job/role titles]. [Suggestions: • Director of Graduate Studies/Graduate Education Director • Director of PGT Programmes • Graduate Admissions Tutor • Student Administration Manager • PG Admin • Representative from Bristol Doctoral College and/or other relevant school staff[2] • Other relevant academic and professional services staff Note: It is important to have a spread of staff involved across the review, and to avoid (where possible) duplication of staff across different sessions. Note: This session could be split into two separate sessions, one for PGT and one for PGR, if appropriate. Maximum of 8 people per session]

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[2] Where there is a Doctoral Training Entity presence within the school, appropriate staff and/or students are invited to the relevant PGR-focused meetings/sessions. This would normally include the Director of the entity. A representative of the Bristol Doctoral College may also be invited to participate in appropriate meetings, if this is considered necessary.

Timings and Location	Meeting/Session	People attending
1230 – 1300	Panel Discussion	[Opportunity for the Panel to review progress and their thoughts]
13.00 – 13.30 **Room: XX**	Lunch	Review Panel only
13.30 – 13.45 **Rooms: XX & XX**	Meeting with **postgraduate research students** and **postgraduate taught students** (usually in parallel sessions) **PGR** | **PGT**	[Insert student names, year groups, disciplines][3] [The selected students can be any School PG student or PG student reps within the School. Schools are encouraged to make better use of the Course Reps system and to engage more with Bristol SU in this regard. Maximum of 10 people per session]
13.45 – 14.45 **Rooms: XX & XX**	Meeting with **Academic staff** (in parallel sessions): **Established staff** | **Early career staff**	[
14.45 -15.00	Comfort break	Review Panel only
15.00 – 16.00 **Rooms: XX & XX**	Meeting with **Professional Services staff**	[Insert job/role titles] [Suggestions: - School admin team - School Manager - School technical staff - IT zonal staff - Technical Manager - Facilities Manager - Admissions staff - Any other central or faculty staff as agreed by the Chair Note: This session could be split into parallel sessions. Note: It is important to have a spread of staff involved across the review, and to avoid (where possible) duplication of staff across different sessions. Maximum of 10 people per session]
16.00 – 17.00 **Room: XX**	Private meeting of Review Panel to clarify recommendations and points of commendation for inclusion in the review report and for immediate feedback to the School	Review Panel only
17.00 – 17.30 **Room: XX**	Future planning and briefing with the **Head of School**	[Insert name and job title]
17.30– 17.45	Review Panel feedback to **the School**	Open to all School staff

[3] Where there is a Doctoral Training Entity presence within the school, appropriate students should be invited to the relevant PGR-focused meetings/sessions.

Timings and Location	Meeting/Session	People attending
Room: XX		