

Unit Monitoring and Review Process

Business Process

1. Following the publication of final grades for each teaching session, the Office of Planning, Quality and Review provides unit feedback and performance reports including iQILT metrics to Unit Assessors and Heads of School/College.
2. Where the iQILT metrics indicate a unit status of "Action Required" or a unit has received a unit status of "Monitor" over two consecutive deliveries, the Unit Assessor prepares a Unit Report and submits to the Head of School/College.
3. Where no formal action is required based on iQILT metrics, the Unit Assessor is not required to complete a Unit Report, but will update the unit in preparation for its next delivery based on feedback and performance reports.
4. The Head of School/College reviews the Unit Reports and, in consultation with the School Director, Teaching and Learning, identifies and recommends remedial actions.
5. The School Director, Teaching and Learning prepares its School's iQILT Unit Quality Report and submits to the Academic Standards and Quality Committee (ASQC) for inclusion on its agenda.
6. ASQC considers the iQILT Unit Quality Reports from all Schools/Colleges and may make unit development or curriculum recommendations.
7. ASQC provides feedback to Heads of School/College and Chairs of School/College Board on any recommendations and discussions relevant to their School/College.
8. After each ASQC meeting, the Chair Academic Quality & Standards Committee informs Academic Board of any unit development or curriculum recommendations.
9. Annually, the Chair ASQC reports to Academic Board on the review process undertaken and key findings.
10. The Deputy Vice Chancellor (Academic) advises, and where appropriate, makes recommendations to the Vice Chancellor and Executive Members regarding any resourcing requirements relating to curriculum development and reform.

iQILT unit review process

applies to Undergraduate and Postgraduate coursework units

