Governance Review Procedure

Purpose and Scope

Establish the procedure and responsibilities for systematic, independent, external reviews of corporate and academic governance.

Overarching Policy

Quality Review Policy

Procedure

1. The standard terms of reference for a review will be:
    1.1. examine the extent to which recommendations from previous reviews have been implemented and their impact.
    1.2. assess how the current performance of academic governance or corporate governance aligns with:
        1.2.1. the Murdoch University Strategy
        1.2.2. the Higher Education Standards Framework (Threshold Standards) , Education Services for Overseas Students Act and other regulatory obligations
    1.3. evaluate the extent to which the committee under review fulfils its terms of reference.
2. Governance reviews are scheduled to occur in the following phases:
    2.1. Phase 1 Planning and preparation
        2.1.1. The President of Academic Council and members of Senate are advised at least twelve months in advance of a governance review.
    2.2. Phase 2 Self-evaluation
        2.2.1. Relevant stakeholders are engaged to contribute their perspectives.
        2.2.2. A self-evaluation will:

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2.2.2.1. for academic governance, examine if academic governance structures and performance meet the requirements of the HESF

2.2.2.2. for corporate governance, examine if corporate governance structures and performance meet the requirements of the HESF

2.2.2.3. evaluate the extent to which the committee fulfills its terms of reference

2.2.2.4. evaluate the extent to which governance effectively supports institutional strategy

2.2.2.5. respond to any matters referred by the Chancellor or Vice Chancellor

2.2.2.6. outline the findings from previous reviews and actions taken to address them.

2.3. Phase 3 Site visit and reviewer report

2.3.1. The reviewer will be a panel or individual and will meet the Tertiary Education Quality and Standards Agency guidelines for independence and expertise.

2.3.2. The reviewer will consult with nominated stakeholders and any other stakeholders they consider relevant.

2.3.3. The reviewer may attend a meeting of the relevant committee or committees under review.

2.3.4. The reviewer will evaluate the responses in the self-evaluation document to matters raised by the Chancellor or Vice Chancellor.

2.3.5. A draft report will be provided and reviewed for errors of fact.

2.3.6. A final report will be delivered within terms agreed by the reviewer and the University.

2.3.7. A final report will:

2.3.7.1. meet the terms of reference for the review.

2.3.7.2. make recommendations.

2.4. Phase 4 Formal response to review recommendations

2.4.1. A response is drafted for each recommendation.

2.4.2. The response outlines the rationale for accepting or not accepting each recommendation.

2.5. Phase 5 Action plan and monitoring of implementation

2.5.1. An action plan will:

2.5.1.1. address the accepted recommendations.

2.5.1.2. be developed within six weeks of receiving the final report from the reviewer.

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2.5.1.3. identify responsibilities, actions, and timeframes for implementation.

2.5.2. Implementation of the action plan is monitored by the relevant governance body.

Responsibilities

Role	Responsibility

Chancellor	• Completes the self-evaluation of corporate governance.
	• Submits the final Corporate Governance Review Report to Senate.
	• Formally responds to the recommendations of a review:
	  ○ with the Vice Chancellor and University Secretary for corporate governance reviews for consideration at Senate.
	  ○ with the Vice Chancellor, University Secretary and President of Academic Council for academic governance reviews.
	• Supports an action plan for the implementation of the accepted Corporate Governance Review Report recommendations.
	• Provides a status report of progress towards implementation of the corporate governance action plan to each meeting of Senate.

Chancellor's and Nominations Committee	• Recommends any additional terms of reference for corporate governance reviews to Senate for approval. • Recommends a reviewer of corporate governance to Senate for approval. • Nominates stakeholders for the review of corporate governance. • Reviews the draft Corporate Governance Review Report for errors of fact. • Recommends the corporate governance action plan to Senate for approval.
Senate	• Approves any additional terms of reference for corporate governance reviews. • Approves the appointment of a reviewer of corporate governance on the recommendation of the Chancellor's and Nominations Committee. • Reviews the self-evaluation of corporate governance. • Provides feedback on the finalised Corporate Governance Review Report. • Receives the formal response to review and decides which recommendations of the Corporate Governance Review Report to accept.

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	• Approves the corporate governance action plan. • Recommends any additional terms of reference for academic governance reviews to President Academic Council for approval. • Approves the appointment of a reviewer of academic governance on the recommendation of the Vice Chancellor and President of Academic Council. • Receives the formal response to review and decides which recommendations of the Academic Governance Review Report to accept. • Approves the academic governance action plan. • Monitors the action plans for corporate governance and academic governance.

Vice Chancellor	• Notifies all staff of an external review of academic or corporate governance.
	• Provides a mechanism for staff to comment at the self-evaluation stage or to the reviewer on the effectiveness of corporate and academic governance.
	• Nominates stakeholders for the review of academic governance.
	• Reviews the draft Corporate Governance Review Report and draft Academic Governance Review Report for errors of fact.
	• Formally responds to the recommendations of a review:
	  ○ With the Chancellor and University Secretary for corporate governance reviews for consideration at Senate.
	  ○ With the Chancellor, University Secretary and President of Academic Council for academic governance reviews.

President of Academic Council	• Completes the self-evaluation of academic governance. • Submits the final Academic Governance Review Report to Academic Council and Senate. • Formally responds to the recommendations of an academic governance review with the Chancellor, Vice Chancellor and University Secretary • Prepares an action plan for the implementation of the accepted Academic Governance Review Report recommendations. • Provides a status report of progress towards implementation of the academic governance action plan to each meeting of Academic Council. • Provides a bi-annual update to Senate on the progress towards implementation of the academic governance action plan.
Academic Council	• Reviews the self-evaluation of academic governance.

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	• Reviews the draft Academic Governance Review Report for errors of fact. • Provides feedback on the finalised Academic Governance Review Report. • Reviews the action plan for the implementation of the accepted Academic Governance Review Report recommendations. • Recommends the academic governance action plan to Senate for approval.

University Secretary	• Advises the President of Academic Council and members of Academic Council and Senate in advance of a governance review.
	• Provides evidence for the self-evaluations of academic and corporate governance.
	• Formally responds to the recommendations of a review:
	  ○ With the Chancellor and Vice Chancellor for corporate governance reviews for consideration at Senate.
	  ○ With Chancellor, Vice Chancellor and President of Academic Council for academic governance reviews.
	• Prepares the action plan for the implementation of the accepted Corporate Governance Review Report recommendations.

Director Quality and Standards	• Provides advice on preparing for academic and corporate governance external reviews. • Provides support throughout the review process and responds to requests from the reviewer. • Ensures a contract which includes a non-disclosure agreement is in place with the reviewer.
Reviewer	• Acts in accordance with the review terms of reference. • Delivers a draft and final review report.

Governance

Approval Authority	Senate
Owner	University Secretary
Legislation mandating compliance	*Higher Education Standards Framework (Threshold Standards) 2021*
Category	Primarily a function of Senate

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Related University Legislation and Policy Documents	*Academic Council Statement of Governance Principles* *Senate Statement of Governance Principles* *Quality Review Procedure*
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Revision History

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