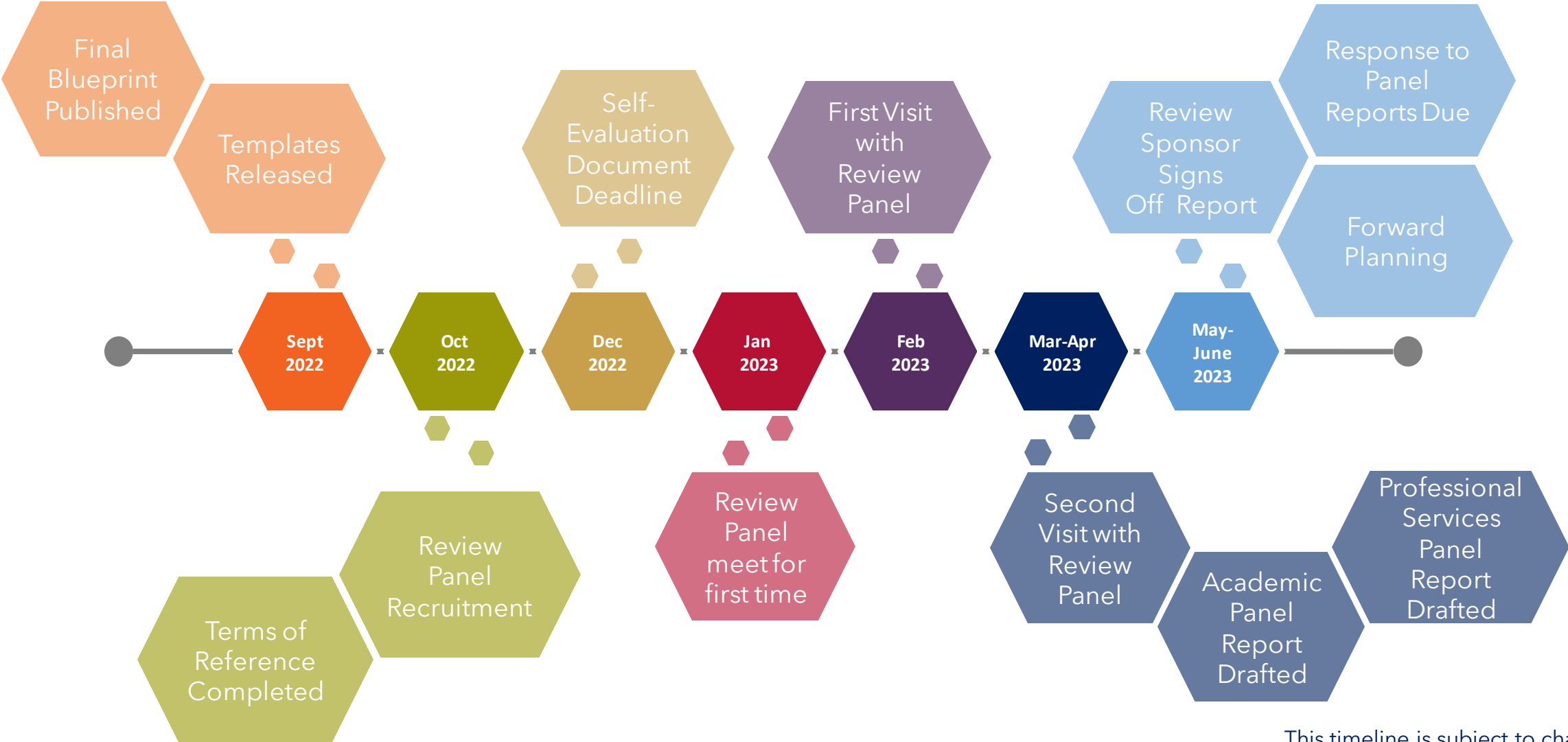


ITLR 2023 Timeline

How you'll be involved and what the next year looks like.



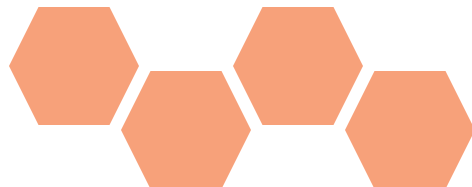
This timeline is subject to change.

Final Blueprint Published

This timeline is meant to help guide you through what the next year will look like for you and your department as you embark on ITLR. If you are interested in an in-depth look at our approach to ITLR, the finalised Blueprint is available on our website to download or review.

**Back to
Timeline**

**Sept
2022**



Templates Released

Your department will have to fill out two templates prior to the start of ITLR: the Self-Evaluation Document and the Terms of Reference. These templates were released in early September 2022.

Self-
Evaluation
Document

Terms of
Reference

Back to
Timeline

Sept
2022

Self-Evaluation Document

[Back to
Templates](#)

The Self-Evaluation Document (SED) is a self-reflection and evaluation exercise to be completed by departments and should include the feedback of administrators, academic staff, professional services, students, and any other stakeholders involved in your department. This is the main opportunity that you will have to feed into your department's review. It will be reviewed by the Review Panel in January 2023 ahead of the visits in Term 2.

**Sept
2022**

Terms of Reference

The Terms of Reference (ToR) will be completed by the Head of your department or Cluster Lead in conjunction with EPQ. The ToR will outline your visit schedule and offers the opportunity for departments to tailor their review process to their specific needs. This is when your department will nominate an External Reviewer and indicate whether you'd like to have a second. It is also when the departments' bespoke themes will be selected and the list of programmes in scope will be confirmed. The ToR will be finalised with EPQ in October.

[Back to Templates](#)

**Sept
2022**

**Back to
Timeline**

Review Panels Recruited

Recruitment into the following roles will begin in October 2023:

This review panel will be composed of:

Panel Chair - a senior academic from outside your department

Internal Members (2) - academic colleagues from the University, but not your department

Student Member - a student member from outside your department

Panel Secretariat Team - to compose of a secretary and assistant secretary

In addition to the roles above, your review panel will also have one or two external subject experts (pending agreement as part of your Terms of Reference composition). The final composition of your review panel, including a Review Sponsor, will be appointed by EPQ.

**Oct
2022**





**Back to
Timeline**

Terms of Reference Agreed

An initial discovery email was sent to academic departments in September and will be sent to PSS clusters in early October to collect initial logistics for your Terms of Reference, including nominated members and your bespoke theme. Once these responses have been received, EPQ will appoint and finalise any external subject experts and begin to plan your review schedule.

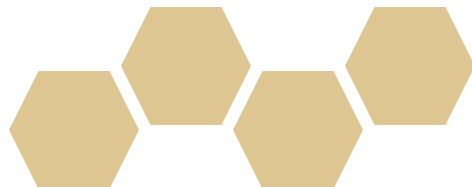
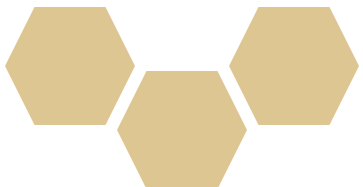
**Oct
2022**

Self-Evaluation Document Submission Deadline

There is a SED submission window of 5th-12th December. Along with the SED, your department may opt to submit supporting evidence. There's no specific set of evidence you must support, Appendix A of the SED provides some examples. We understand collecting this information can be daunting, so please reach out to your Review Sponsor or EPQ if you need clarification or assistance.

[Back to Timeline](#)

**Dec
2022**





**Back to
Timeline**

Review Panels Begin Analysing SEDs

Your review panel will receive your SED submission and supporting evidence and will commence their desk-based assessment. They will meet to discuss their initial findings and determine what they want to evaluate, clarify, and discuss with you at your first visit in February 2023. Your review panel may reserve the right to reach out with further requests for supporting evidence at this time, if available and appropriate.



**Jan
2023**

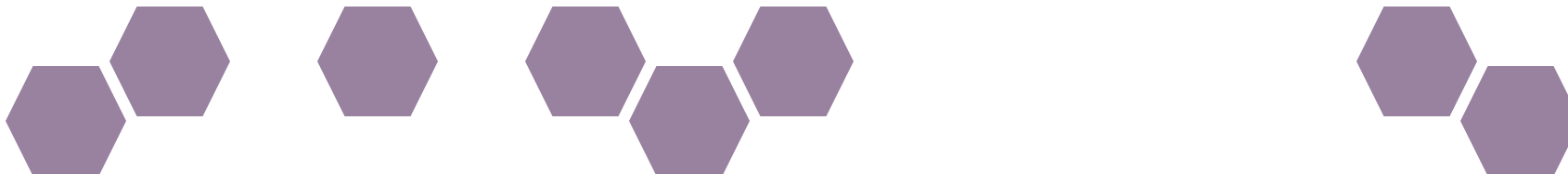


First Visit

Our Review and Events Coordinator will work with your review panel to create an agenda and running order of your visit, which will be shared ahead of time. This first visit will be online via MS Teams and will include conversations with staff, students, and other stakeholders involved in your department. The intention is for this visit to focus on quality enhancement and assurance aspects and encourage discussions on strategic improvement. As such, it will encourage review of your department's strengths and opportunities to build on or improve your education quality, the student learning experience and student support.

**Back to
Timeline**

**Feb
2023**





**Back to
Timeline**

Second Visit

Similar to your first visit, you will be informed of what the Review Panel intends to discuss and be provided with an agenda. This visit will also include meetings with academics/professional services staff, students, and other stakeholders. Your second visit will be in person and will take place in late February/early March. This review will focus on the thematic elements of the ITLR, so discussions will be based around the three common themes and the bespoke theme chosen by your department.



**Mar-
Apr
2023**



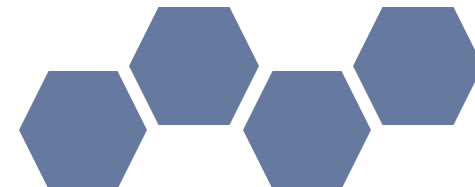
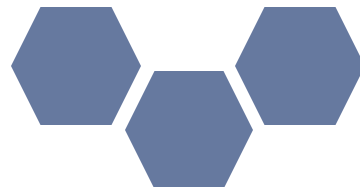
**Back to
Timeline**

Review Panel Draft Reports

Four weeks after your second visit, the Review Panel will draft the full review and report. This report will include the panel's findings and advisory suggestions. These suggestions will be framed as recommendations for the department and will not be solely metric-driven or prescriptive.

A draft will be shared with the Head of Department / Cluster Lead, Deputy Cluster Lead, Student Lead, and Administrative Lead to check for factual inaccuracies. If none are identified, a finalised version will be shared with the Review Sponsor and EPQ.

**Mar-
Apr
2023**

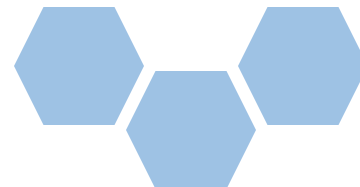
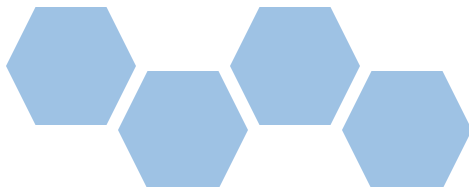
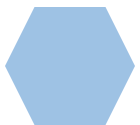


Deadline for Departments to Respond

Your Head of Department or Cluster Lead will have the opportunity to provide a short response to the review report within four weeks of receiving the report. We encourage the response to focus primarily on the any required actions that are specified, though we anticipate these instances will be few. The aim of the report is to provide a cohesive and reflective experience that can inform future strategic planning. EPQ and other university groups will monitor the progress your department has made in your annual TEG meetings or Student Success Programme Board for professional services. The exact deadline will be announced closer to the time.

[Back to Timeline](#)

**May
2023**



Review Sponsor Signs Off Report

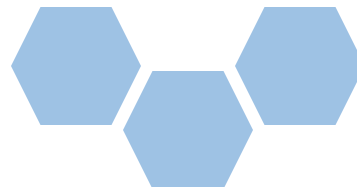
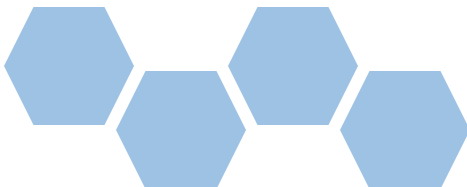
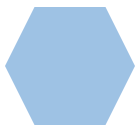
Your Review Sponsor will get a copy of the review report and your departmental/cluster response. They'll then have two options:

1. They can request clarification from your review panel or your department/lead
2. They can sign off the report

Once your report has been signed off, your Review Sponsor will bring it to the Academic Quality and Standards Committee (AQSC) to present the outcomes and to sign off on any required actions you may receive. If you have required actions, your Review Sponsor will support and follow up with you and your progress after ITLR is completed.

**Back to
Timeline**

**May
2023**



Forward Planning

The official ITLR will be completed by June 2023. From this point forward, your reports and analysis will be available for departments, faculties, and university communities to inform future objectives, including the University's next Education Strategy.

EPOQ will be presenting an overarching report and analysis to the Senate ahead of autumn 2023.

You will be working through any actions or recommendations you receive, with support from EPOQ and your Review Sponsor.

**Back to
Timeline**

**May
2023-
Onward
s**

