SUBJECT REVIEW POLICY

Purpose
The purpose is to provide a framework for reviewing AIB's subjects, including peer reviews.

Scope
All AIB coursework subjects.

Definitions
Unless otherwise defined in this document, all capitalised terms are defined in the glossary.

Peer-to-Peer Subject Reviews – Peer-to-Peer Subject Reviews are formal internal desktop reviews of individual subjects conducted by an AIB academic from a different discipline who does not normally teach into the subject. Peer-to-Peer Subject Reviews support Major and Minor Course Reviews.

Review: The term 'Review' refers to formal quality assurance (both internal and external) including audit, assessment and accreditation processes, teaching and research evaluations and standards benchmarking. Reviews have both a formative and summative function.

Subject Review – a formal process by which the holistic dimensions of an individual subject are reviewed by a review panel as chaired by a suitably qualified senior external academic leader.

Subject Steward – The role of the Subject Steward is to take sustained responsibility for the oversight of a particular subject and to support the planning, development, and delivery of that subject.

Policy

1. **Subject Reviews:**
   AIB is committed to ensuring:
   1.1. Continual monitoring of the quality of subjects through the thorough consideration of a full range of quality and performance measures, including the subject design, delivery, resources and student experience.

   1.2. That subject performance is considered against a wide range of indicators and outcomes including assessment outcomes, interactivity (e.g. forum engagement), academic pass rate, retention, progression and student satisfaction (quantitative and qualitative feedback).

1.3.   That the review is objectively and independently led and undertaken with input from a range of academic and non-academic stakeholders.

1.4.   That a regular cycle of subject review is scheduled to align with the respective Course Reviews and major Subject rewrites.

1.5.   When Subjects fail to meet a range of academic benchmarks as set out in the Academic Quality Assurance Framework over a sustained period, or at discretion of the Academic Dean a Subject Review will be undertaken within 3 months.

1.6.   That feedback on the Subject Review is provided to staff and students.

1.7.   That outcomes from any changes arising from the Review are monitored and that a follow-up report is provided to Academic Board after two subsequent offerings following receipt of the review.

2.   Peer-to-Peer Subject Reviews:

AIB is committed to ensuring:

2.1.   The maintenance of the quality of our learning resources in creating and managing well-designed subjects that facilitate high levels of student learning experiences by conducting regular Peer-to-Peer Subject Reviews.

2.2.   That AIB builds capacity and cultivates best practices by formally sharing them across disciplines.

2.3.   That Peer-to-Peer Subject Reviews are objectively and independently undertaken through a 'desktop audit' process of individual subjects by an AIB academic team member from a different discipline who does not normally teach into the subject.

2.4.   That a regular cycle of Peer-to-Peer Subject Reviews is scheduled to align with the respective Major and Minor Course Reviews and major subject rewrites.

2.5.   Alignment with the Australian Qualifications Framework for all subjects, including curriculum design and assessment outcomes.

2.6.   The final report from a Peer-to-Peer Subject Reviews will be presented by the relevant Associate Dean with AIB's response to the academic governing bodies, and will be made available for subject rewrites and course reviews. AIB's response, when considering any recommendations from a final Peer-to-Peer Subject Reviews report, will consider the relevant professional accreditation standards.

2.7.   That outcomes from Peer-to-Peer Subject Reviews are monitored to ensure timely implementation of agreed recommendations; an annual report from the Academic Dean will be provided to the academic governing bodies to advise on how Peer-to-Peer Subject Reviews feedback has contributed to subject development.

2.8. That continuous improvements implemented from Peer-to-Peer Subject Reviews feedback will be communicated to staff and students.

Related Policies and Procedures:
Subject Review Procedure
Academic Quality Assurance Framework
Course Review Policy
Course Review Procedure
Course and Subject Development Approval Policy
Course and Subject Development Approval Procedure
Course and Subject Changes and Cessation Policy
Course and Subject Cessation Procedure
Evaluation of Subject and Teaching Policy
Evaluation of Subject and Teaching Procedure
Graduate Qualities Policy
Privacy Policy
Records Management Policy
Records Management Procedure
Reviews Policy
Reviews Procedure

Responsibility:
Academic Dean

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