



POLICY:	Quality Review Process
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FIRST DRAFT:	
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ADOPTED:	BR 2014#01
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AMENDMENTS:	
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REVIEW:	March 2019
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All policies, guidelines and protocols of Mary Immaculate College, will reflect the Colleges commitment to the promotion of equality and will be fully compliant with the provisions of prevailing equality legislation.

The MIC Quality Review process consists of three phases:

- Self-Assessment
- Peer Review
- Quality Improvement

The purpose of this document is to provide an overview of the Quality Review Process at MIC.

Self-Assessment (SA)

A Self-Assessment Report (SAR) is drawn up under appropriate headings by the unit¹ under review. The SAR remains confidential to the unit, the unit's line manager(s), the peer reviewers and the Quality Office throughout the quality review process.

Reference: **QP-003** – Self Assessment Guidelines

Peer Review (PR)

The SAR is sent to the Peer Review Group (PRG). The members of the PRG read the SAR and spend a number of days on a site visit to the unit.

The PRG typically consists of two internal peer reviewers - MIC representatives who are not closely associated with the unit under review, and two external peer reviewers - one national expert and one international expert.

The review group completes a Peer Review Report (PRR) on its findings which comprises both commendations and recommendations. These are communicated verbally to the unit at the end of the site visit. No new items may be added once the PRG has verbally communicated the PRR to the unit.

After the visit the PRR is sent to the Quality Office which forwards it to the unit to check for factual errors. Once this is complete the PRR is finalised.

Reference **QP-004** – Peer Review Guidelines.

Quality Improvement(QI)

The PRR is sent to the Unit and the Unit's Line Manager (College President, Vice President, Associate Vice President or Faculty Dean). Following this the PRR is submitted to the Quality Committee.

The Unit reviews the PRR and begins the process of developing the Quality Improvement Plan (QIP). Each PRR recommendation is added as a QIP Action Item (AI). Planned Improvements and Recommendations from the SAR may also be added as QIP AIs. The PRR or SAR reference is recorded for each AI along with the Strategic Plan (SP) reference where relevant.

¹ Quality Reviews are carried out in academic and professional service departments, and as appropriate in schools, faculties, and academic programmes. For simplicity these are referred to as Units.

The next step in the development of the QIP is the categorisation of the AIs based on the level at which action is required. Examples of levels include Professional Service, Academic Department, Faculty, Bord Acadúil and the Executive Team (ET).

For AIs categorised at Unit level the Unit completes the following steps:

- Record the Annual Operating Plan (AOP) into which the AI will be incorporated (Area AOP & Academic Year)
- Identify actions required
- Allocate the actions
- Establish target dates
- Record current status

College Bodies

The PRR and the Draft QIP are submitted to the ET. The ET complete the steps outlined above for the Unit for AIs categorised at ET level.

The remaining AIs are then submitted as Agenda Items to the relevant college bodies for completion as outlined above for the Unit .e.g. An Chomhairle Acadúil, Faculty Board, Faculty Management, Academic Department.

Once the QIP is complete it is submitted to the Quality Committee.

Finally the PRR and QIP are presented to An tÚdarás Rialaithe (Governing Body) and permission is sought from An tÚdarás Rialaithe to make the report publicly available. Once permission is granted the PRR is made publicly available via the MIC Quality Web Site.

Figure 1: Overview of Quality Review Process at MIC

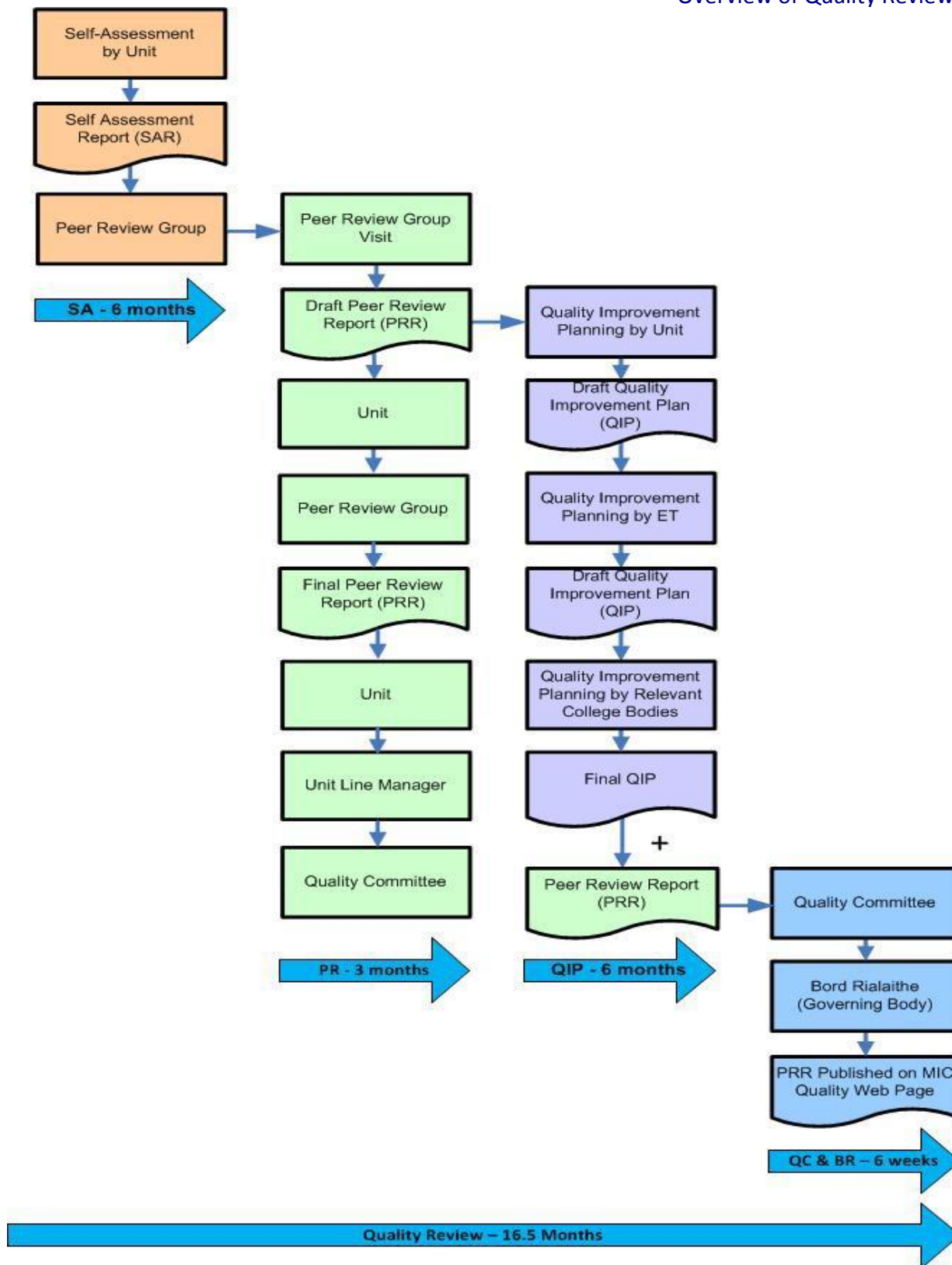
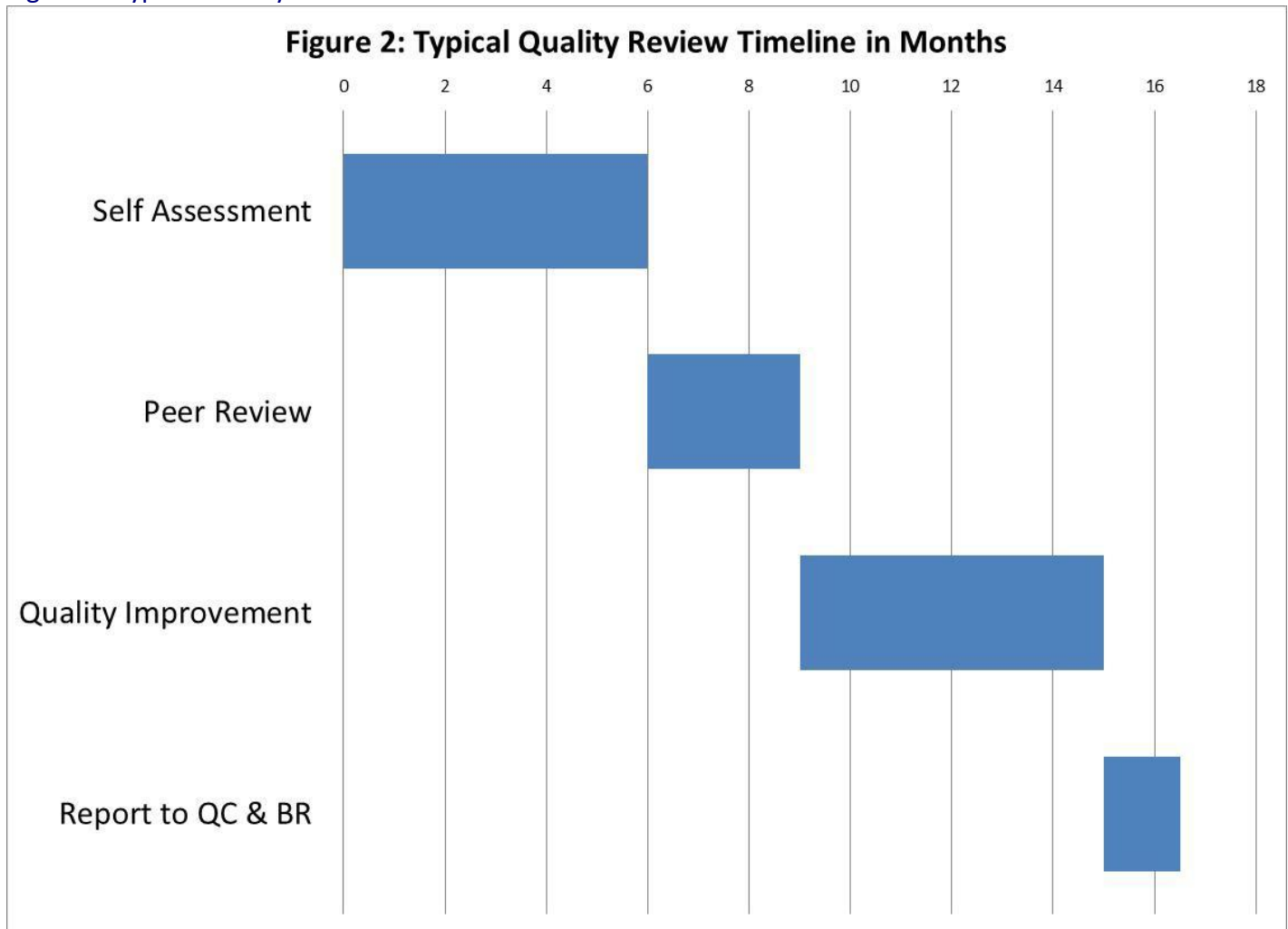


Figure 2: Typical Quality Review Timeline in Months



Common Abbreviations

AI	Action Item
AOP	Annual Operating Plan
ET	Executive Team
PR	Peer Review
PRG	Peer Review Group
PRR	Peer Review Report
QA	Quality Assurance
QI	Quality Improvement
QIP	Quality Improvement Plan
SA	Self-Assessment
SAR	Self-Assessment Report
SP	Strategic Plan

References

Code	Title
QP-003	Self-Assessment Guidelines
QP-004	Peer Review Guidelines
QP-005	Quality Improvement Planning /Implementation & Reporting Guidelines

Revision History

Revision	Details	Released
0	Initial Release	

Approval Required

Executive Team

Quality Committee