

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

The Peer Review Group 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 Peer Review Group has verbally communicated the Peer Review Report to the unit.

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

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

Quality Improvement(QI)

Peer Review Report Circulation & Publication

The Peer Review Report is sent to the Unit and the Unit's Line Manager (College President, Vice President, Associate Vice President or Faculty Dean). Following this the Peer Review Report is submitted to the Quality Committee. Finally the Peer Review Report is 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 Peer Review Report is made publicly available via the MIC Quality Web Site.

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.

Quality Improvement Planning

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

The next step in the development of the Quality Improvement Plan is the categorisation of the Action Items based on the level at which action is required. Examples of levels include Professional Service, Academic Department, Faculty, An Chomhairle Acadúil and the Executive Team (ET).

For Action Items categorised at Unit level the Unit completes the following steps:

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

College Bodies

The Peer Review Report and the Draft Quality Improvement Plan are submitted to the Executive Team. The Executive Team complete the steps outlined above for the Unit for Action Items categorised at Executive Team level.

The remaining Action Items 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 Quality Improvement Plan is complete it is submitted to the Quality Committee and is then presented to An tÚdarás Rialaithe (Governing Body).

Reference: **QP-005**– Quality Improvement Guidelines.

Figure 1: Overview of Quality Review Process at MIC

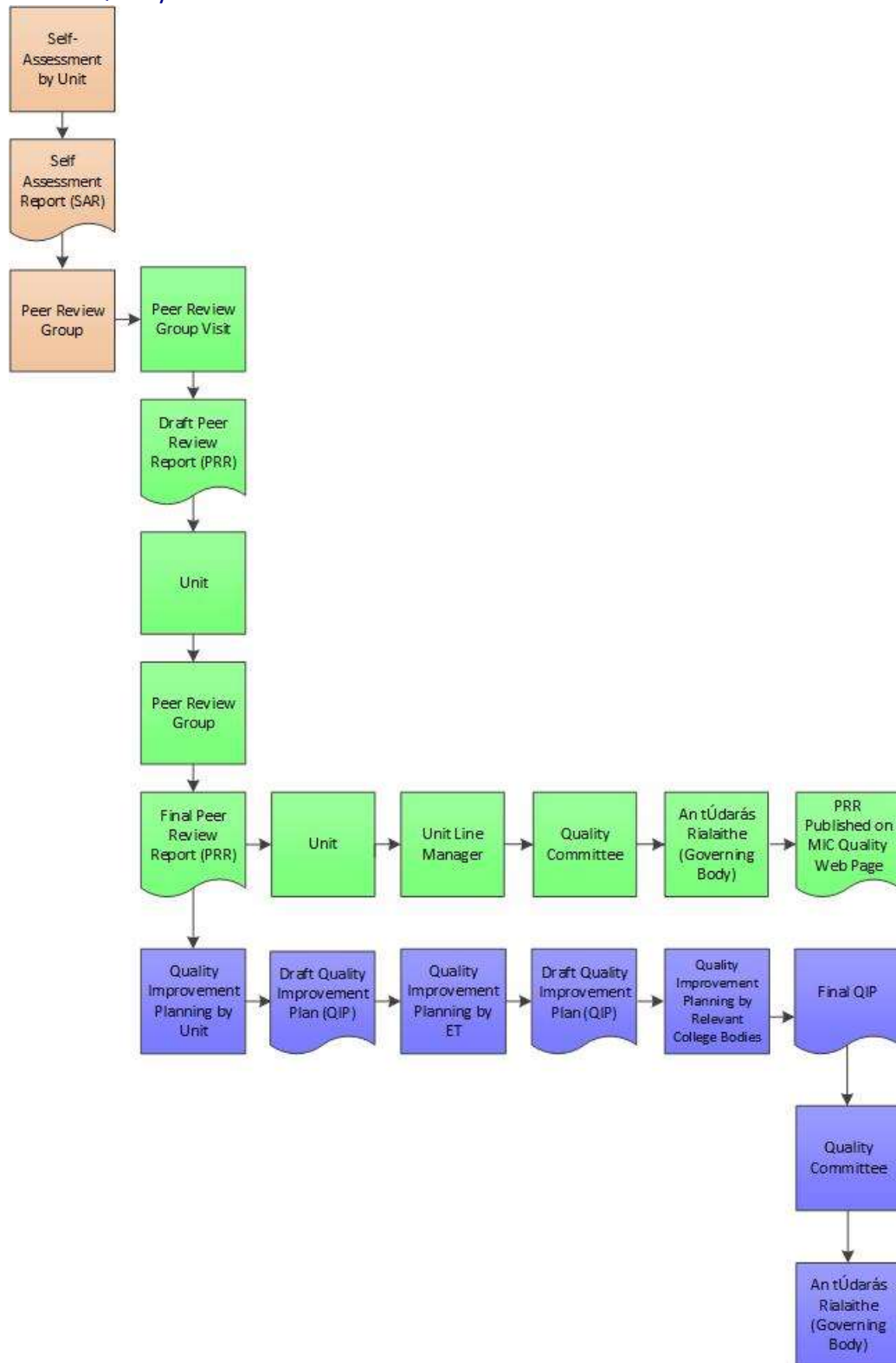
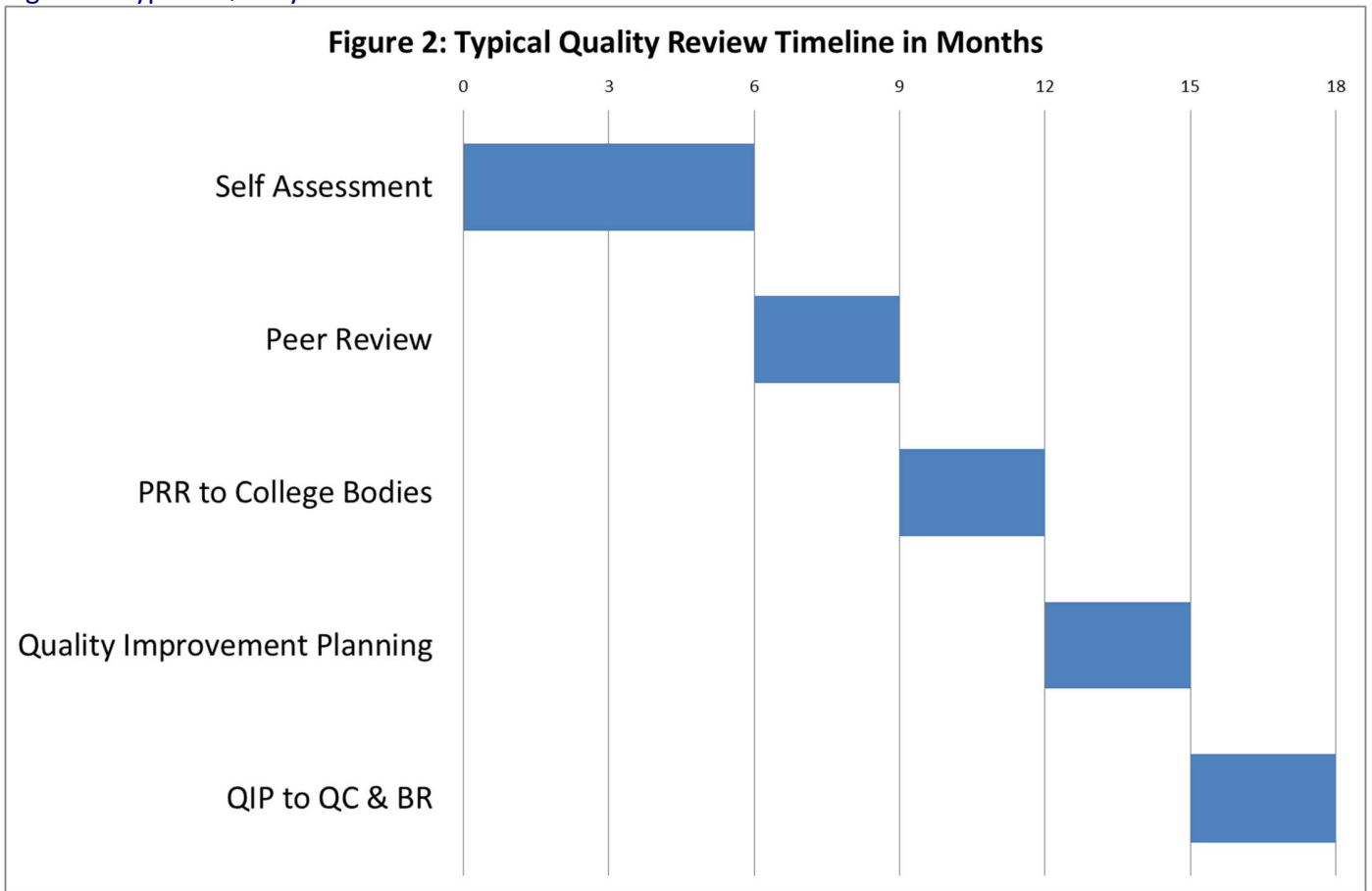


Figure 2: Typical Quality Review Timeline in Months



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	17 th September 2014

Approval Required

Executive Team

Quality Committee