

**CALL FOR SUBMISSIONS**

**EXTERNAL QUALITY REVIEW, discipline of music (3rd to 5th September 2014),**

**school of arts**

**UNIVERSITY OF KWAZULU-NATAL**

An external quality review of the Discipline of Music in the School of Arts at UKZN will be held from the 3rd to 5th September 2014.

You are invited to make confidential submissions based on the terms of reference (below) either in writing or by e-mail by the 4th September 2014. If you wish to be interviewed by or make a direct submission to the panel on Friday, 5th September between 9h00 and 10h00 in the Centre for Jazz and Popular Music, please contact me by e-mail before the end of day on the 2nd September 2014.

The purpose of the review is for an external panel of peers to validate the Discipline of Music’s self-evaluation report, to make commendations and provide recommendations for improvement where necessary based on an overview of current realities in leadership, teaching, research, staffing and infrastructure. A review panel has been appointed by the Deputy Vice-Chancellor and Head of the College of Humanities, Professor Cheryl Potgieter, to carry out this task. There is a wealth of expertise and experience among the members of the panel, as well as a variety of perspectives which will enable them to collect information and to hear the views of members of the discipline and other key stakeholders. This will assist them in making recommendations that are intended to guide the decision-making processes. Above all, an external review provides an opportunity for reflection, for airing views, for posing suggestions and for developing constructive ways forward.

The review panel will use interviews, analysis of information relevant to the review, to validate the claims made by the school against the following terms of reference:

1. To what extent does the discipline align with the vision and mission of the School, the College and University (National, Institutional & Unit context).
2. The effectiveness of the current leadership and management in directing the discipline and ensuring its “fitness of and for purpose” and suggest ways in which this may be enhanced.
3. The general climate in the discipline, including decision-making processes, efficiency of operations and relationships between staff and identify ways in which these can be improved.
4. The appropriateness of the current academic and support staff complement in terms of size, seniority and credentials, whether there are appropriate strategies to attract and retain staff, and the extent to which staff members are enabled to develop and find satisfaction in their job.
5. Processes for planning and review of curriculum and assess the extent to which insights and recommendations arising from regular programme reviews and impact studies are used to improve the programme’s design, delivery and resourcing, and for staff development and student support, where necessary
6. The quality of teaching and learning and assessment in the discipline and whether there are processes in place to monitor and promote the quality of teaching and assessment.
7. The appropriate quality of academic modules and programmes offered by the discipline and assess the viability thereof in terms of enrolments.
8. The appropriateness and effectiveness of strategies for student support, access and retention in the School.
9. The discipline performance in relation to research productivity and post-graduate supervision and determine whether the quality and quantity of research is appropriate; the process of supervision and examination is effective; identify possible constraints, and propose ways forward.
10. Community Service/Outreach initiatives in the discipline and assess whether these are effective and appropriate.
11. The nature and quality of relationships between the Discipline, School and College, the University and its stakeholders and ways in which they can be enhanced.
12. Examine the suitability of the infrastructure to support the core activities of the discipline, i.e. teaching and learning, research, and community development, and provide an assessment of future needs;
13. Any underlying concerns which may affect the future performance of the disciplines and offer recommendations towards alleviating these; and
14. Any areas of activity worthy of commendation as an area of good practice and identification of areas that need focused attention by the discipline.

The review will be conducted in accordance with the Policy for Quality Promotion and Assurance and the Quality Promotion and Assurance Principles and Procedures for Quality Reviews. The Review will be led by an expert panel made up of a Chair (internal to the university), and four panel members, three of whom will be external experts in the fields under review and a member of staff from within the university in accordance with the Principles and Procedures for Quality Reviews at UKZN. The review will draw on the key policy documents driving the discipline, school, college and the university as well as external expertise in the relevant areas and will make recommendations for improvement.