

**Appendix G: UJ Quality Promotion Plan: 2010 – 2016**



**QUALITY PROMOTION PLAN:  
2010 – 2016**

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<p><b>UJ documents</b></p> <ul style="list-style-type: none"> <li>• UJ Strategic Plan</li> <li>• UJ Quality Promotion Policy</li> <li>• All UJ policies, strategies and regulations on teaching and learning, assessment, research and community engagement</li> <li>• Guidelines for the establishment of faculty quality committees.</li> </ul>	<p><b>National documents</b></p> <ul style="list-style-type: none"> <li>• HEQC June 2004. Framework for institutional audits. Pretoria</li> <li>• HEQC June 2004. Criteria for institutional audits. Pretoria</li> <li>• HEQC 2002: Criteria for programme accreditation. Pretoria.</li> </ul>
<b>Stakeholders affected by this document (divisions and divisions who should be familiar with it):</b>	..... ..... .....
<b>Website address of this document:</b>	

## List of Contents

<b>NUMBER</b>	<b>ITEM</b>	<b>PAGE NUMBER</b>
1.	Purpose	1
2.	Scope	1
3.	Faculty Quality Plans	2
4.	Academic Development, Service and Support Divisions	4

# QUALITY PROMOTION PLAN: 2010 - 2016

## 1. PURPOSE

By means of this plan, the University of Johannesburg provides guidance for the implementation of the institutional commitments that the University has made with regard to quality promotion and quality assurance in the UJ Strategic Plan. The main focus is on quality promotion in faculties and divisions. More specifically, the purpose of this document is to:

- present a *Quality Promotion Plan (QP Plan)* as part of the *University of Johannesburg Quality Promotion Framework* to establish a coherent and integrated quality promotion system and practice for continuous improvement for the period 2010 to 2016 by means of systematic self-evaluation and peer reviews;
- provide support for and coordinate faculty and divisional quality plans;
- serve as a basis for a project in the *UJ Initial Strategic Interventions* as a response to the HEQC verbal feedback (and the final written audit report – yet to be received) after the HEQC quality audit in 2009.

This *QP Plan* should be read in conjunction with the *Quality Promotion Policy*.

## 2. SCOPE

The QP Plan is comprehensive in that it includes different aspects of the quality system and practice from 2010 to 2016. The following domains are identified based on the different implications for implementation:

- (i) *Institutional level*: The UJ Quality Promotion System, consisting of policies, structures (i.e. committees) and management, has been established and should be regularly reviewed. Although a separate document that addresses the regular review of the Quality System will be developed by the Unit for Quality Promotion, faculties have to review their faculty quality structures / committees regularly (i.e. at least every second year).
- (ii) *Faculties*: This QP Plan includes different units of analyses, namely module and programme reviews and academic departmental reviews, as well as combinations of these reviews. Faculties provided input in the development of this QP, and will align their Faculty Quality Plans (FQPs) with the final, approved institutional QP Plan.
- (iii) *Academic Development, Service and Support Divisions*<sup>1</sup> This QP Plan and the supporting procedures address the self-evaluations and peer reviews conducted in the divisions. Self-evaluations and peer reviews are scheduled in consultation with the divisions.

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<sup>1</sup> Diverse terminology exists in the management structures of the various development, service and support functions, e.g. Division, Bureau, Centre, Office, Department, Unit, etc. In this document, *division* refers to divisions and their sub-units, but also units outside formal divisions.

- (iv) *Student Quality Literacy*. This aspect will also be addressed in a separate document to be developed by the Unit for Quality Promotion in consultation with role players such as the Division for Student Affairs and the faculties.

### **3. FACULTY QUALITY PLANS**

Faculties develop their own Faculty Quality Plans (FQPs) in alignment with the *UJ Quality Promotion Plan* and in consultation with other faculties that are involved in their programme and/or module reviews (e.g. by providing information on service modules, etc.), as well as relevant support divisions.

FQPs are developed by taking the following guidelines into consideration:

#### *3.1 Units of analysis*

The following units of analysis should be included in the FQPs:

- i) Module reviews (by means of an external consultant) and/or
- ii) programme reviews (i.e. a self-evaluation and peer review) and/or
- iii) departmental reviews (i.e. a self-evaluation and peer review) and/or
- iv) a combination of modules and/or programme(s) and a departmental review (i.e. a self-evaluation and peer review). These reviews should be done in such a way that they do justice to the improvement of modules and programmes and
- v) regular reviews of the faculty quality structures / committees and
- vi) faculty administration.

#### *3.2 Criteria*

The HEQC audit and programme criteria will be customised in consultation with the faculties to develop a set of UJ criteria. Faculties are allowed to customise the UJ criteria for their specific purposes and to integrate them with the relevant professional/regulatory council's/body's criteria.

For the purposes of departmental reviews, the UJ criteria will include criteria on research and community engagement and short learning programmes. Faculties may review these functions and programmes separately or integrate these reviews with the departmental and/or programme and/or module reviews.

Faculties are encouraged to develop criteria for the selection of modules (and programmes) to be reviewed (e.g. at risk modules, etc.). Modules and programmes that include a work integrated learning or a service learning component should also be reviewed.

#### *3.3 Schedule*

The FQPs should cover the period from 2010 up to the end of 2016. The following aspects should be kept in mind when a FQP is developed:

- i) The first year (2010) should be dedicated to planning (i.e. the development of a FQP).

- ii) FQPs will be reviewed every two years (during the 2<sup>nd</sup> semester) to address the faculties' needs and to review coordination and alignment across faculties (and support divisions).
- iii) The diploma programme reviews are a matter of priority and should be completed by the end of 2012. Departments that offer a diploma(s) and a bachelor degree programme(s) in the same discipline have to review them together.
- iv) Scheduling should take preparation time, as well as the submission of the improvement plan (approximately 3 months after the peer review) to the Senate Quality Committee (SQC) into consideration.
- v) Regular reviews of the faculty quality structures / committees should be scheduled for at least every second year.
- vi) Faculties are encouraged to schedule the review of the faculty administration (although it is strictly speaking part of the support divisions).

### 3.4 *Financial resources*

Faculties are responsible for the financial resources needed to conduct the reviews. This should be done by means of the annual faculty budget. Guidelines (i.e. a generic budget) will be provided by the Unit for Quality Promotion.

### 3.5 *Reporting*

- i) Peer review reports and the relevant improvement plans are submitted to the SQC approximately 3 months after the peer review site visit.
- ii) The FQC is responsible for an annual faculty progress report on the implementation of the FQP, as well as the implementation of the different improvement plans in the faculty. These reports must be submitted to the first SQC meeting of the following year.

### 3.6 *FQC responsibilities*

The FQCs are responsible for:

- i) developing the FQP;
- ii) customizing the UJ criteria to address faculty-specific needs;
- iii) monitoring the implementation of the FQP (including the development of improvement plans and progress reports);
- iv) liaising with the Unit for Quality Promotion of support materials, workshops, etc.;
- v) submitting annual faculty progress reports to the SQC.

### 3.7 *Support*

Regular institutional support is available, e.g. the unit for Academic Planning and Policy Development, the Centre for Academic Professional Staff Development, the Unit for Quality Promotion and the Unit for Institutional Research and Decision Support in Division for Institutional Planning and Quality Promotion (DIPQP).

The Unit for Quality Promotion provides additional support by means of support materials, guidelines, templates, the development of the UJ criteria, workshops, individual and group consultations, etc. Support materials will also be available on the UJ intranet.

The Unit for Quality Promotion is responsible for the development of an Annual Trends Report to the SQC – based on the annual progress reports submitted by the faculties.

**4. ACADEMIC DEVELOPMENT, SERVICE AND SUPPORT DIVISIONS**

- i) Divisions apply the continuous improvement cycle individually as scheduled in the SQC-approved institutional schedule (which is regularly updated). The units of analysis are the division or sub-units in the division (e.g. a centre, a campus, etc.). Each division's management committee takes responsibility for the implementation of the Quality Plan in the division, as well as the development of the improvement plan and submission of the progress reports to the SQC.
- ii) The HEQC audit criteria have been customised for the self-evaluation and peer reviews of divisions.
- iii) The financial implications are the same as for faculties (see 3.4 above).
- iv) Regular institutional support is available (see 3.7 above). The Unit for Quality Promotion provides support as described above, and is also responsible for the development of an Annual Trends Report to the SQC – based on the peer review reports, improvement plans and progress reports submitted by the divisions.

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