

## **School Academic Committees**

**Approved at meeting of Academic Senate 26 October 2012, with minor amendments approved 31 January 2013.**

**Appendix A for membership of the Graduate Research School Academic Committee approved by Academic Senate Executive Committee 22 September 2014.**

**Update of membership approved at the 13 February 2015 meeting of Senate.**

**Update of membership approved at the 14 August 2015 meeting of Senate.**

**Approved at meeting of Academic Senate 4 December 2015.**

### **Role**

The School Academic Committees are standing committees of Academic Senate that report to Senate and provide advice to its other standing committees. They monitor and assure the academic quality of the School's courses and units, approve academic results for coursework units, authorise the conferral of coursework degrees and awards, and make recommendations about proposals for new or amended courses, specialisations, coursework units and articulation proposals.

### **Terms of Reference**

The Committee is the main academic business committee for the School. The Committee meets a minimum of four times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair.

The Committee has a considerable work load, and may establish working parties or sub-committees to assist it with some tasks.

The Committee supports Academic Senate by undertaking the following tasks.

- Oversee the School review, evaluation and quality assurance of its teaching activities and of its units and courses, within the Higher Education Standards Framework.
- Monitor the operations of the University's academic policies in the School and, as appropriate, make recommendations to Academic Senate's Education Committee to create or amend policies and the associated procedures or guidelines.
- Assess proposals for new and amended courses, specialisations, units and proposals for articulation arrangements, and make recommendations to Senate's Academic Planning and Courses Approvals Committee. Coursework units in research programs are also referred to the Senate's Research Studies Committee. Proposals may be referred back to the proposing staff members, when appropriate.
- Approve proposals for course and unit variations in accordance with the Committee's academic policy delegations.
- Provide quality assurance for course, unit and articulation proposals, and promote good practice for documentation within the School.
- Ensure that all proposals are commenced and progressed to meet the relevant approval deadlines.

- Have oversight of the assessment and examination of students in the School, and matters relating to the awarding of degrees, medals and prizes.
- Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework units, including coursework units taken as part of postgraduate research programs.
- Following teaching sessions, provide a written report to the Senate Assessment Committee, in a format approved by that Committee, including a summary of the approved results for units, identifying any significant variability, anomalies and trends, and any recommendations about assessment policies and practices.
- Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.

[Note - the Committee does not have responsibility for the awards of research higher degrees. These are within the jurisdiction of the Academic Senate's Research Studies Committee and the Senate.]

- Monitor trends in the number and outcomes of applications for review of grade.
- Monitor trends in the number and outcomes of applications for a supplementary assessment from students who failed in a final unit.
- Monitor the number, types and outcomes of applications for advanced standing, and identify any opportunities for new articulation pathways.
- Develop strategies for supporting ethical scholarship in the School, particularly in relation to instances of poor scholarship, and academic misconduct.
- Monitor and assure quality for the following within the School:
  - the operation of academic integration plans, subject to the confidentiality associated with individual plans;
  - admission of honours students;
  - processes for ensuring consistent decisions relating to special consideration; and
  - strategies for students at risk.
- Develop good teaching and learning practice in the School.
- Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies, convening related academic forums within the School, as necessary.

## **Membership**

Membership is as follows:

- a. Dean of the School, or nominee;
- b. Deputy Dean of the School;
- c. Directors of School Portfolios (e.g., Research and Higher Degrees, Engagement and International);
- d. Directors of Academic Programs who are members of the School;
- e. Up to five Academic Course Advisors who are members of the School, chosen by the Dean in consultation with the Pro Vice-Chancellor (Learning and Transformation) to ensure appropriate representation for academic disciplines within the School;
- f. The elected School members of Academic Senate;
- g. A currently employed casual staff member appointed by the Dean (paid for meeting attendance and preparation, in keeping with casual employment arrangements);
- h. Up to three nominees from cognate schools, The College or University research institutes, nominated by the Deans of those schools, or Directors of those institutes, where the schools or institutes are chosen by the Dean in consultation with the Deputy Vice-Chancellor and Vice-President (Academic);
- i. The University Librarian, or nominee;
- j. One undergraduate student \*, elected by and from the undergraduate students of the School and
- k. One postgraduate student\*, elected by and from the postgraduate students of the School.

\* [Student members will be excluded from the meeting whenever the Committee is processing or reviewing results for named, individual students.]

The Chair of the School Academic Committee will be the Dean of the School, or a nominee chosen by the Dean from among the membership of the Committee.

The Chair may appoint a Deputy Chair from among the membership of the Committee.

The Chair will invite the School Manager and, where appropriate, other senior members of the school's professional staff with specialist technical expertise (e.g. Technical Manager) to attend meetings.

The membership of the Committee must include at least one staff member (e.g. a Director or Academic Course Advisor) who has responsibility for HDR candidatures, and one who has responsibility for Bachelor (Honours) candidates, where this is relevant for the School.

The Chair may co-opt non-voting advisors from other Schools, The College and other units within the University, where required and available. Staff from the Academic Registrar's Office will be available to attend meetings.

Whenever the Committee is processing or reviewing student results, additional academic staff, as selected by the Dean, may be required to attend, so that all unit results can be processed expeditiously.

## Appendix A

### Membership of Graduate Research School Academic Committee

Membership is as follows:

- a. Dean of the School, or nominee;
- b. Deputy Dean of the School;
- c. Directors of Academic Programs associated with the School nominated by the Dean;
- d. Up to five Higher Degree Research Directors chosen by the Dean in consultation with the Deputy Vice-Chancellor (Research and Development) to ensure appropriate representation for academic disciplines across Schools and University Research Institutes;
- e. A current elected member of Academic Senate, nominated by the Chair of Academic Senate in consultation with the Dean;
- f. A currently employed casual staff member appointed by the Dean (paid for meeting attendance and preparation, in keeping with casual employment arrangements);
- g. Up to three nominees from cognate schools or University research institutes, nominated by the Deans of those schools, or Directors of those institutes, where the schools or institutes are chosen by the Dean in consultation with the Deputy Vice-Chancellor and Vice-President (Research and Development);
- h. The University Librarian, or nominee;
- i. One undergraduate student \*, elected by and from the undergraduate students of The Academy; and
- j. One higher degree research student \*, elected by and from the higher degree research students of the University.

\* [Student members will be excluded from the meeting whenever the Committee is processing or reviewing results for named, individual students.]

The Chair of the School Academic Committee will be the Dean of the School, or a nominee chosen by the Dean from among the membership of the Committee.

The Chair may appoint a Deputy Chair from among the membership of the Committee.

The Chair may invite the School Manager or, where appropriate, other senior members of the school's professional staff with specialist technical expertise (e.g. Technical Manager) to attend meetings.

The Chair may co-opt non-voting advisors from other Schools, The College and other units within the University, where required and available. Staff from the Academic Registrar's Office will be available to attend meetings.

Whenever the Committee is processing or reviewing student results, additional academic staff, as selected by the Dean, may be required to attend, so that all unit results can be processed expeditiously.

\*(The membership of the Graduate Research School SAC will be reviewed when the teaching arrangements for the Master of Research have been established).