Teaching and Learning Roles, Responsibilities and Governance Policy

Section 1 - Purpose and Scope

Purpose

(1) The purpose of this Policy is to identify and describe the:

a. range of roles and responsibilities that are performed by academic staff in coursework teaching and learning activities at The University of Queensland, and
b. relevant faculty and school committees.

(2) This Policy should be read in conjunction with the Teaching and Learning Roles, Responsibilities and Governance Procedure.

Section 2 - Principles and Key Requirements

(3) UQ values both the quality of its academic programs and excellence in all aspects of teaching and learning. These are achieved through coordination of teaching-related activities at program, coordinating unit or school, faculty, and University levels.

(4) Consistency in roles and responsibilities, and committee structures, assists communication across the University.

Section 3 - Roles, Responsibilities and Accountabilities

(5) Clauses (3) and (4) are achieved through identified roles.

(6) New, comparable or combined roles may be assigned by the Executive Dean or Head of School. In this case, the organisational unit is responsible for developing an appropriate position description that adequately indicates the dimension and alignment of each role in relation to key responsibilities and ensuring that the faculty Associate Dean (Academic) is notified.

(7) The table below describes the core, standardised roles of academic staff with coursework teaching and learning responsibilities.

Role (level)	Responsible for the:
Deputy Vice-Chancellor (Academic) Pro-Vice-Chancellor (Education and Student Experience) (University)	University's commitment to providing high-quality teaching, learning, and student experience

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Role (level)	Responsible for the:
Executive Dean (faculty)	quality of academic programs and shorter form credentials offered by the faculty
Associate Dean (Academic) (faculty)	strategic oversight of all matters relating to teaching and learning in the faculty
Head of School (school)	strategic oversight of teaching in a particular school
Director of Teaching and Learning (school)	leadership of the school in promoting excellence in teaching, learning and the student experience
Integrity Officer (faculty and school)	enhancement of academic integrity and investigation of allegations of student misconduct
Chief Examiner(school, discipline and/or program)	quality assurance in assessment and grade distribution
Program Convenor (faculty or school)	coordination and leadership of a particular program
Plan Convenor (school)	coordination and leadership of an approved sequence of study in a discipline
Course Coordinator (school/unit)	coordination of a course
Course Contributor (school/unit)	allocated teaching into a course
Academic Advisor(faculty or school)	provision of expert academic advice about programs

(8) The following procedures provide further details:

a. Teaching and Learning Roles, Responsibilities and Governance Procedure
b. Faculty, School and Institute, Governance and Management Procedure.

Section 4 - Teaching and Learning Governance Structure

(9) Clauses (3) and (4) are achieved through identified committees.

(10) The table below describes the core committees for matters relating to teaching and learning.

Committee (level)	Responsible for the:
Committee for Academic Programs Policy (CAPP) (University)	oversight of the academic program approval process and program rules and policy
Teaching, Learning and Student Experience Committee (TLSEC) (University)	oversight of teaching, learning, assessment and student experience, and associated rules and policy
Board of Studies (faculty)	oversight of the academic program and course approval process for a faculty
Teaching and Learning Committee (faculty)	oversight of teaching, learning, assessment and student experience for a faculty
Teaching and Learning Committee (school)	oversight of the academic program and course approval process and teaching, learning, assessment and student experience for a School

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Section 5 - Monitoring, Review and Assurance

(11) This Policy is reviewed by the Academic Board through the Teaching, Learning and Student Experience Committee every five years or as required.

(12) Monitoring and assuring compliance with this Policy are undertaken through management and supervisory oversight of academic staff.

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