Service Teaching at the University of Tasmania Policy

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<tr>
<th>Responsible Officer</th>
<th>Provost</th>
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<tr>
<td>Approved by</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>Approved and commenced</td>
<td>December, 2014</td>
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<tr>
<td>Review by</td>
<td>March, 2015</td>
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<tr>
<td>Relevant Legislation, Ordinance, Rule and/or Governance Level Principle</td>
<td>Governance Level Principle 12 - Academic Standards</td>
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<td>Responsible Organisational Unit</td>
<td>Academic Division</td>
</tr>
</tbody>
</table>

CONTENTS

1 Objective ................................................................................................................... 2
2 Scope ........................................................................................................................ 2
3 Policy Provisions ....................................................................................................... 2
3.1 Course and Unit Developments ................................................................................. 2
3.2 Disputes .................................................................................................................... 3
3.3 Service Teaching Arrangements ................................................................................ 3
4 Responsibilities.......................................................................................................... 4
5 Definitions and Acronyms .......................................................................................... 4
6 Supporting Documentation ........................................................................................ 5
7 Versioning ................................................................................................................. 5
1 Objective

The objectives of this Policy are to:

- ensure the practice of drawing on the disciplinary expertise of one Academic Unit to teach students in a compulsory unit in a course co-ordinated by another Academic Unit is undertaken (not including arrangements such as combined degrees or majors/specialisations/streams);
- ensure collaboration between Academic Units and academics from different Academic Units through negotiated agreements in which the School providing the service teaching and Academic Unit/s receiving the service teaching negotiate on key aspects of the design and teaching of the unit.

2 Scope

This policy applies to various collaborative arrangements including:

- The unit is taught in its entirety by the delivering Academic Unit but the receiving Academic Unit has input to various aspects of the unit planning;
- Lectures are provided by the delivering Academic Unit but specialised tutorials are taught by the receiving Academic Unit;
- The receiving Academic Unit provides case study material and other specialised examples or resources to be used by the delivering Academic Unit;
- Guest lectures are provided by the receiving Academic Unit;
- The unit is divided into modules some of which are taught by each Academic Unit;
- The unit is team-taught by academics from both Academic Units who work together to plan and teach the unit.

3 Policy Provisions

3.1 Course and Unit Developments

When existing units are changed or withdrawn, there will be consultation with all Academic Units responsible for courses in which that unit is a core component.

In all new course developments and changes to existing courses, the Head of Academic Unit in which specific disciplinary expertise lies will be consulted about the design and teaching of any unit which draws on that disciplinary expertise.

The aim should be to negotiate service teaching arrangements wherever possible, rather than duplicate units or expertise in separate Academic Units.

The Head of the Academic Unit being consulted may nominate another member of the Academic Unit to undertake the consultation, but initial contact must be with the Head of Academic Unit.

College/Faculty/Institute Learning and Teaching Committees will review and monitor new unit proposals and changes to existing units to maximise service teaching
opportunities when they are appropriate and minimise unnecessary overlap and duplication across Academic Units and Colleges. Although changes to units and the development of new units do not require approval by the University Learning and Teaching Committee, these should be reported to the University Learning and Teaching Committee through the relevant College Learning and Teaching committees.

The University Learning and Teaching Committee will monitor new course proposals and changes to existing courses to maximise service teaching opportunities when they are appropriate and minimise unnecessary overlap and duplication across Academic Units and Colleges.

3.2 Disputes

Disputes about duplication of teaching expertise and units across Academic Units will be referred to the relevant Executive Deans involved who will require the parties to meet to determine if a collaborative arrangement for teaching the unit/s can be reached.

If resolution cannot be reached at College/Faculty/Institute level, then the Deputy Vice-Chancellor (Students and Education) will assist in resolving issues of dispute.

3.3 Service Teaching Arrangements

When a unit is service taught to students in a course co-ordinated by another Academic Unit, the following arrangements will be put in place:

- At least once every two years, the Academic Unit providing the service teaching (the providing Academic Unit) will invite the Academic Unit/s responsible for the course/s in which the unit is service taught (the receiving Academic Units) to send representatives to a meeting to discuss the unit. When possible, several units may be discussed at the one meeting. The receiving Academic Unit may request that a meeting be held at any time to resolve specific issues.

- At this meeting, negotiations will take place on all arrangements for teaching the unit, including: timetabling, content, assessment, and specialised tutorial input. Where possible, collaborative arrangements will be put in place to ensure that the unit is relevant to the needs of students across the range of courses in which the unit is compulsory.

- A written agreement will be developed between the Academic Units providing and the receiving the unit. The agreement will:
  - set out the expectations and arrangements agreed upon;
  - be revised and updated after each of the meetings described above;
  - cover the specific arrangements for teaching the unit agreed by the parties and that are not conveyed in the standard unit descriptions, including collaborative arrangements for teaching the unit;
  - cover the financial arrangements for reimbursing teaching input from other Academic Units if this is required.
• When agreement cannot be reached by negotiation, the unresolved issues will be referred to the Heads of the relevant Colleges involved for their input and mediation.
  o If the relevant Heads cannot resolve the issues, the matter will be referred to the Provost.
  o In reaching resolution, the Executive Deans and the Provost will consider the best educational outcomes for the students involved.

4 Responsibilities

University Learning and Teaching Committee is responsible for monitoring the application of the policy.

Associate Deans (Learning and Teaching), through College Learning and Teaching Committees, are responsible for the identification of service teaching possibilities in their College courses.

Heads of Academic Unit are responsible for the design and delivery of service teaching negotiated with another Academic Unit or College.

5 Definitions and Acronyms

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<thead>
<tr>
<th>Term/Acronym</th>
<th>Definition</th>
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<tr>
<td>Academic Unit</td>
<td>Means the secondary organisational unit in the academic structure of the University, reporting directly to the College Executive Deans, as per Ordinance 14 – Academic Structure.</td>
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| College               | Means (a) the primary organisational unit in the academic structure of the University, as per Ordinance 14 – Academic Structure  
                        | (b) the University College                                                  |
| Executive Dean        | Means: (a) the Executive Dean of the relevant College, or (b) in relation to the University College, the Principal of the University College |
| Head of Academic Unit | Means the head of the relevant Academic Unit                               |
| Service Teaching      | The practice of drawing on the disciplinary expertise of one Academic Unit to teach students in a compulsory unit in a course co-ordinated by another Academic Unit (not including arrangements such as combined degrees or majors/specialisations/streams) |
6 Supporting Documentation

- Course Review Guidelines
- Course Review Procedure
- Teaching and Learning Quality Assurance Manual

7 Versioning

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<tr>
<td>Current Version</td>
<td>Version 3 – <em>Service Teaching at the University of Tasmania Policy</em>; approved May 2004, amended in December 2017 to reflect College structure and nomenclature.</td>
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