

Teaching and Learning Quality Assurance Manual



Office of Pro Vice-Chancellor Teaching and Learning

Title:	Responsibilities and Structures for Quality Assurance in Teaching and Learning
Last Revised:	October 2003
Antecedents:	<i>Section A Faculties and Faculty Teaching and Learning Committees, 2000 Quality Assurance Manual, which has been revised at various times since 1992.</i>
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Responsibilities and Structures for Quality Assurance in Teaching and Learning

Context

All programs and their associated quality assurance processes take place within the context of the [University's Plan](#) which is approved by Council and informs all planning and resource allocation within the University. The [University's Plan](#) is used to inform the [Teaching and Learning Development Plan](#) which then guides the key teaching and learning development activities undertaken annually.

Governance of Teaching and Learning

Responsibility for governance of teaching and learning within the University of Tasmania lies with various positions and committees (See Figure 2).

Council – The University of Tasmania Act specifies that the Council is the governing authority of the University. Through the appointments it makes, the structures it establishes and the resources it allocates, it has ultimate responsibility for quality of teaching and learning within the University.

Vice-Chancellor – The day-to-day overall responsibility for quality assurance is delegated by the Council to the Vice-Chancellor as the Chief Executive Officer of the University.

Pro Vice-Chancellor (Teaching & Learning) – The Pro Vice-Chancellor (Teaching and Learning) is accountable to the Vice-Chancellor for providing academic leadership in the promotion and development of teaching and learning within the University, including the formulation of educational and quality enhancement strategies. One of the tasks associated with the role is the development of the University's quality assurance and improvement framework for teaching and learning, in consultation with the University Teaching and Learning Committee and Academic Senate.

Academic Senate – Academic Senate has a significant role in quality assurance. Ordinance 13 states that the Academic Senate is responsible for academic matters within the University, and in particular the Academic Senate will:

- provide advice to Council and the Vice-Chancellor on policies (including ordinances and rules) relating to academic matters such as general entry requirements, admissions, enrolments, academic assessment, student progress, discipline, academic standards, prizes and scholarships
- provide advice as to the longer term implications for academic activities of plans for the allocation of resources to faculties and academic services
- provide advice on processes to assist the university's academic staff in achieving and maintaining excellence in all areas of academic activity
- comment on reports received from the Vice-Chancellor relating to management actions of significance to the academic community
- provide advice to Council as requested, on any matter affecting the academic wellbeing of the university
- monitor and receive reports from the Pro Vice-Chancellors, the Deans of Faculty and the Heads of School on policy implementation, academic standards and academic performance
- provide the primary collegial forum for discussion, debate and recommendations on academic matters
- maintain an environment that supports intellectual freedom and academic integrity.

Council delegates additional functions to Academic Senate, to be exercised in accordance with the principles, plans and policies approved by Council. The functions delegated are –

- Approval of proposals from faculties and schools relating to awards, including: course duration, content and structure; entry requirements; methods of delivery and assessment; names and abbreviations of units and courses
- Determination of the qualifications to be required of candidates before they may be admitted to degrees and other awards
- Power to make rules relating to prizes, scholarships, bursaries
- Power to make rules of awards and rules relating to admission, academic assessment and student progress
- Power to make rules relating to graduate research and supervision.

University Teaching and Learning Committee – The University Teaching and Learning Committee (UT&LC) is the key group for initiating, developing and implementing quality assurance policies related to teaching and learning. The UT&LC is chaired by the Pro Vice-Chancellor (Teaching and Learning) and reports to the Academic Senate. Its terms of reference which relate to quality assurance include:

- developing strategies for supporting, rewarding and promoting effective teaching and student learning;
- providing input to University and Faculty planning as it relates to teaching and learning;
- developing policies, procedures and guidelines related to teaching and learning;
- developing, implementing and monitoring quality assurance processes related to teaching and courses, including course approvals and reviews.

The UT&LC has a number of sub-committees that provide advice to and streamline its operations including course proposals, Transnational Education Programs, Teaching Development Grants, Teaching Merit Certificates, Teaching Excellence Awards, etc.

Deans – According to [Ordinance 99](#), Deans are responsible to the Vice-Chancellor for the administration of courses and to the Academic Senate for monitoring those courses and studies and for the teaching and assessment in them, including course duration, content and structure, entry requirements and academic assessment.

Heads of School – The role which Heads of School play in quality assurance as defined in [Ordinance 99](#) relates to their responsibility to the Dean for the administration of units and any other studies within the School, for the monitoring of units and for the teaching and assessment in them, including unit duration, content and structure, entry requirements, and academic assessment. [Ordinance 99](#) also states that the Head of School must consult regularly with full-time and fractional members of academic staff of the School on the maintenance of teaching and research standards.

Faculty Executive Committee - According to [Ordinance 99](#), each Faculty is to have an Executive Committee, chaired by the Dean, that provides advice to the Dean on the quality assurance of teaching and learning and the maintenance of teaching and research standards.

Associate Deans (Teaching and Learning) – Each Faculty is required by [Ordinance 99](#), to appoint an Associate Dean (Teaching and Learning) who is responsible to the Dean for:

- providing leadership in teaching and learning across the Faculty;
- monitoring quality, planning improvements and learning outcomes in courses and teaching across the Faculty;
- initiating and supporting teaching and learning developments within the Faculty;
- chairing the Faculty Teaching and Learning Committee;
- other tasks delegated by the Dean, which may include chairing the relevant Faculty committees (e.g. assessment committee; student progress committee) and coordinating the role of student advisors.

Faculty Teaching and Learning Committees

According to [Ordinance 99](#), each Faculty is to have a Faculty Teaching and Learning Committee whose function is to provide advice to the Associate Dean (Teaching and Learning) on:

- proposals for new courses and amendments to existing courses;
- entry requirements;
- academic assessment;
- teaching and learning issues within the Faculty.

Other committees of Academic Senate which have terms of reference related to quality assurance of teaching and learning include: [Admissions Policy Committee](#), [Board of Graduate Studies by Research](#), [Complaints Appeals Panel](#), [Discipline Panel](#).

Figure 2: Teaching and Learning Quality Assurance Flowchart

