

ASSOCIATE DEANS (TEACHING AND LEARNING) APPOINTMENT POLICY

1. Appointments of Associate Deans (Teaching and Learning)

- 1.1** Associate Deans (Teaching and Learning) shall be appointed by the Vice-Chancellor.
- 1.2** An appointment as Associate Dean (Teaching and Learning) should normally be for a period expiring on 31 December in the third year of the term of appointment but may be for shorter periods.

2. Selection Process

- 2.1** Deans shall have responsibility for identifying appropriate individuals for appointment as Associate Dean (Teaching and Learning). Deans shall undertake a consultative process involving the academic and general staff of the faculty, for the purpose of identifying appropriate individuals having regard to the following criteria:
- Academic and strategic leadership.
 - Demonstrated commitment to quality teaching and learning.
 - An understanding of University and Faculty policies and procedures related to teaching and learning.
 - People management skills.
 - Academic credibility, especially arising from quality teaching.
 - Interpersonal skills, including common sense, fairness, honesty and openness.
- 2.2** It is essential that the selected Associate Dean (Teaching and Learning) has the confidence of his/her colleagues. To ensure this, the academic staff of the faculty must have had a reasonable opportunity to comment on a proposed nominee.
- 2.3** The Vice-Chancellor shall make an appointment following a recommendation by the Dean that includes details of the consultative process undertaken within the faculty, and shall report the appointment to Council.

3. Associate Dean (Teaching and Learning) Responsibilities

- 3.1** The responsibilities of Associate Deans (Teaching and Learning) are as outlined in clause 2.15 of Ordinance 99 – Academic Structure.
- 3.2** An annual review process will be established between the Associate Dean (Teaching and Learning) and the Dean, involving provision of feedback to the Associate Dean (Teaching and Learning) in relation to the exercise of their responsibilities.

Made by Council on 15 November 2002.