

Plan

- Chair Education Committee

courses offered.

- Support for professional development of staff
- Responsibility for compliance and quality at Campus location (eg: TEQSA, CPE)
- Ensure ADTLs and relevant campus leadership roles work together to progress learning and teaching quality issues

teaching quality.

- Coordinate the Faculty learning and teaching Committee
- Act as Course Review and Distribution of Grades Coordinator to ensure follow up and implementation of recommendations
- Coordinate the Faculty selection process for Faculty teaching award nominees
- Promote the development of teaching portfolios for staff
- Implement recommendations arising out of audits and reviews (eg TEQSA, ESOS, professional accreditation and internationalisation) including reporting outcomes to VCAC
- Monitor and review academic quality procedures and parameters eg. generic requirements for postgraduate coursework awards, Faculty honours program assessments, subject outlines, subject hours etc
- Act as Faculty coordinator of academic OPT's for learning and teaching Committee eg. retention data, QTAC first preference etc
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Course Coordinators

With the support of the Head of School, the Course coordinator will:

- Provide curriculum leadership within a course to
 - Ensure compliance with relevant regulatory frameworks and relevant threshold standards
 - Ensure learning outcomes for the course
 - Ensure assessment tasks across the course align with course and subject learning outcomes.
- Ensure the integrity of curriculum in all campus locations including the equivalence of student learning outcomes in courses delivered across different modes or locations
- Ensure learning and teaching standards
- Ensure the development of Graduate Attributes including the development of English Language and numeracy proficiency
- Ensure appropriate domain (technical) content
- Support Course Leadership - to build a team to design, teach and review the curriculum of an award course
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- Work with course coordinators to ensure first year curriculum is appropriate and integrated with overall course
- Collaborate with relevant first year subject coordinators to ensure a coherent and positive experience for students
- Collaborate with Office of Teaching and Learning Development to ensure adequate staff development for relevant staff.
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- Promote compliance with academic processes eg.
 - Advise on Curriculum approval processes
 - Implement approved curriculum requirements and policy amendments
 - Monitoring student compliance with award requirements
 - Monitoring and providing feedback on compliance with University policy
 - Exercise enrolment delegations in accordance with the Schedule of Delegations
- Generate Faculty specific reports to inform Faculty Executive e.g. examiners' meeting
- With authority to act on behalf of the Faculty Pro-Vice-Chancellor, makes determinations under the [Academic Progression Policy](#).

Subject Coordinators

With the support of the Head of School and Course Coordinator, the Subject Coordinator will

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and Subject Coordinator, academic/clinical staff including sessional staff

- Comply with all relevant JCU learning and teaching policies including availability for student consultation
- Participate in professional development opportunities related to learning and teaching, including induction sessions
- Maintain a sound understanding of current scholarship and/ or professional practice in the discipline they teach
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Version no.	Approval date	Implementation date	Details
12-1	12/11/2012	10/12/2012	