

Faculty of Education
FACULTY ACADEMIC COMMITTEE

Terms of Reference

1. To foster the development of a climate which demonstrates that the Faculty highly values the education of its students
2. To make recommendations on academic initiatives for the Faculty to the Faculty Board
3. To review and make recommendations on proposals received from the Schools for all new degrees and diplomas and all changes to existing degrees and diplomas, other than research degrees, to the Faculty Budget and Planning Committee
4. To review the scope and structure of the Faculty's academic offerings, and make proposals accordingly
5. To review, and make recommendations on all proposals from Schools for new and revised courses and units, other than research-only degrees, to the Dean and Faculty Board
6. To advise the Dean and Faculty Board on the development of academic policy within the greater University, and on the implementation of such policy in the Faculty
7. To recommend initiatives in teaching and its evaluation which will promote the further development of good teaching in the Faculty, to the Dean and Faculty Board
8. To ensure, on behalf of Faculty Board, that University and Faculty quality assurance procedures are followed in the design, development, implementation, operation, evaluation, modification and termination of academic programs
9. To monitor course and unit management within the Faculty, and make recommendations to the Dean and Faculty Board on related policy
10. To administer and distribute such funds as are provided to the Committee for the support of teaching and learning in the Faculty
11. To provide advice to the Dean and Faculty Board on specific issues, as requested

Composition

Dean (ex-officio)	Professor L. Ling
Deputy Dean (ex-officio)	Professor V. Prain
Associate Dean (Academic)	Dr J. Sheed
Heads of School or nominee	
Education	Dr C. Deed
Educational Studies	Professor F. Hardman
Outdoor Education & Environment	Dr A. Brookes
Professoriate (ex-officio)	
Outdoor Education & Environment	Professor N. Gough
Faculty Registrar, or nominee	Mr P. Barton
One student representative nominated by the Associate Dean (Academic)	Vacant
One elected academic staff member from each School	
Education	Dr J. Masters
Educational Studies	Dr C. Brew
Outdoor Education & Environment	Mr G. Muller
Up to two members co-opted from other relevant areas of the university	
Library	Ms J. Dazkiw
Academic Development Unit	Vacant

Chair	Associate Dean (Academic)	Dr J. Sheed
Executive Secretary:	Faculty Registrar, or nominee	Mr I. Bailie
Minute Secretary:	Provided by the Faculty Office	Mr I. Bailie

Quorum: 50% of membership plus one

Term of Office for nominated and elected members: Two years

Notes:

1. The deadline for agenda papers for Committee meetings is one week prior to the Committee meeting.
2. The agenda and agenda papers will normally be available to Committee members four working days prior to the Committee meeting.
3. The Committee will communicate with Schools of the Faculty through the Heads of School or nominees.
4. Officers from any other unit or campus may be invited to attend for a specific purpose/issue at the invitation of the Chair.
5. The author(s) of any proposals submitted to the Committee may, at the discretion of the Chair, be invited to speak to proposals being considered by the Committee.
6. Members of the Committee are expected to ensure that the cross-campus nature of the Faculty is appropriately represented in discussion.