

SCHOOL OF ENGINEERING AND MATHEMATICAL SCIENCES

SCHOOL POLICIES

WORKLOADS

- (1) Each department to adopt a workload allocation system which is consistent with the EBA and which takes account of Teaching, Supervision, Research and administrative duties.
- (2) The workload allocation system to be adopted at formal department meeting.
- (3) Accepting that changes may occur, initial workloads for the new academic year are ideally to be circulated by the preceding October.
- (4) The workload allocation system should make due allowance for additional staff time involved in new subject development and major subject revamps including rewriting of course notes.
- (5) The workload allocation system should provide for lower than average teaching loads for commencing staff and staff in the final stages of a research degree.

DEPARTMENT MEETINGS

Each department agrees to hold regular department meetings open to all staff. Minutes of the meeting are to be forwarded to the Head of School for information.

INCENTIVES POLICY

Each department will have in place a policy of rewarding excellence and performance in research and teaching.

- (1) The School will have a research incentive fund from which staff will be rewarded for success in publication of research papers.
- (2) The School will provide an annual reward for Excellence in Teaching, based on the criteria for the Dean's Award in the Faculty.

CONFERENCE ATTENDANCE

Each department will have in place a policy on funding of overseas and interstate travel, in particular for conference attendance, from discretionary and/or full-fee funds, which is equitable for all research-active staff.

STUDENT INFORMATION

- (1) Each department will produce a Student Handbook containing all relevant policies and practices relating to Teaching and Learning.
- (2) For each subject taught, the subject co-ordinator will provide a subject guide, which conforms to the agreed School template. The subject guides

for each department are to be collected together and placed on the departmental website.

- (3) Each department must have a consistent policy on late submissions of work, extensions, penalties, availability of subject material and plagiarism. These and all matters required by the Faculty's Policy must be made available to students in a department handbook. Notes on information to be included in Student Handbook (not exhaustive):

Policy of informing students of assessment criteria

Late submissions of work

Extensions

Penalties

Availability of subject material

Use of email

Conduct in laboratories

Student complaint/grievance procedure

- (4) Each department will provide a handout for Honours students outlining the Honours programme, minimum provisions, literature survey and thesis requirements etc.
- (5) Each department will provide a handout for Postgraduate Research students outlining the length of the courses for Masters by Research and PhD candidates, and timelines for research milestones. This document should include details of staff expectations of research students, (regular face-to-face meetings, milestones etc) and student expectations of their supervisor.

* During 2004, we will, where feasible, move towards the adoption of school-wide policies on these teaching issues.

HONOURS PROJECT DOCUMENTATION

Each department will have a list of Honours projects and staff areas of research interest by the end of November each year, which will be made available to prospective Honours students. A meeting for prospective Honours students will be held by each department before the end of Semester Two each year.

NEW STAFF TO ATTEND ADU COURSES

All new academic staff are required to attend ADU courses relating to teaching and supervision. This statement should be included in the conditions of employment for the probationary period.

SCHOOL TEACHING ENHANCEMENT DAY

A Teaching Enhancement Day will be organised for the last week of February for all casual, tutorial and demonstrating staff employed in the School. It is a requirement that all casual staff attend this session. (This requirement to attend the day is to be stipulated in the casual employment forms).

STAFF-STUDENT LIAISON

Each department will have an effective staff-student liaison mechanism, which is publicized widely to students. Examples include: elected student representatives, regular meetings with elected student representatives, student representatives involved in subject review meetings, staff-student liaison committees which meet twice per year etc.

QUALITY ASSURANCE

- (1) Heads of Departments will ensure adherence to the University Policy relating to Quality Assurance of subjects. All Q.A.S. reports should be submitted to the HOD for information.
- (2) HOD's will ensure that the summary report is forwarded to the HOS prior to January 31st, in the year following the subject offerings.
- (3) Each department will ensure it has mechanisms in place for providing feedback to students on the outcomes of the QAS process.

SUBJECT REVIEW MEETINGS

Each department will conduct subject review meetings at the end of each semester and report against Faculty objectives. Issues identified from these meetings should be tabled at a Department staff meeting and items addressed before the start of the next academic year. Copies of the notes should be filed with QAS data.

INTERNATIONAL APPLICATIONS

Each department will make their best effort to process undergraduate and postgraduate coursework international applications within 24 hours of receipt. Applications for research degrees will be processed as quickly as possible.

STUDENT EXCHANGE INFORMATION SESSION

The School will conduct an information session about Student Exchange opportunities in Semester One each year.