HIGHER EDUCATION FACULTY ASSESSMENT REVIEW PANEL

TERMS OF REFERENCE

1. TITLE OF PANEL
Higher Education Faculty Assessment Review Panel

2. ESTABLISHMENT
Higher Education Faculty Assessment Review Panel is established under the Academic Board Terms of Reference.

3. FUNCTIONS AND RESPONSIBILITIES
Each Faculty shall establish a Higher Education Faculty Assessment Review Panel.

By agreement, a Higher Education Faculty Assessment Review Panel can exercise responsibilities relating to Schools outside the Faculty with a significant higher education undergraduate/postgraduate coursework offering.

The Higher Education Faculty Assessment Review Panel shall:

- Receive and consider the reports and recommendations of Higher Education School Assessment Review Panels;
- Award a final grade to each student enrolled in each unit in the faculty:
  - A PC grade may only be awarded by the Higher Education Faculty Assessment Review Panel on the recommendation of the Higher Education School Assessment Review Panel;
  - An AC grade may only be awarded by the Higher Education Faculty Assessment Review Panel on the recommendation of the Higher Education School Assessment Review Panel for a period of up to three (3) months from the end of the semester or teaching period. The Higher Education Faculty Assessment Review Panel must provide in writing the period for which any approved AC grade may stand;
  - The Pro Vice-Chancellor, Deputy Pro Vice-Chancellor or Associate Dean Learning and Teaching of the Faculty, acting on the advice of the relevant Head of School, has authority to approve late grades and changes to grades which require approval before the next meeting of the Higher Education Faculty Assessment Review Panel. Such approvals will then be reported at the next meeting of the Higher Education Faculty Assessment Review Panel for noting;
- Review progress of Faculty students including the identification of students who are making unsatisfactory progress or are under review;
- Monitor and make recommendations to the University’s Learning and Teaching Committee regarding the compliance with relevant University Governing Documents;
• Identify and make recommendations to the Faculty Learning and Teaching Committee regarding the effectiveness of assessment processes across the faculty including:
  o Monitoring, reviewing and making recommendations on patterns of assessment within units
  o Monitoring and reviewing grade distributions;
  o Awarding of PC grades;
• Ensure adequate and accurate minutes are kept of meetings to record decisions made and action taken by the panel. Minutes should be distributed to relevant stakeholders including the School Learning and Teaching Committee.

4. MEMBERSHIP

The membership of the Higher Education Faculty Assessment Review Panel shall comprise the following:

• Faculty Pro Vice-Chancellor (Chair);
• Faculty Associate Dean, Learning and Teaching;
• All Faculty Heads of School;
• Head of School of any School for which it has been agreed the Higher Education Faculty Assessment Review Panel will exercise responsibility;
• Coordinator, Academic Liaison Unit;
• Additional attendees at the invitation of the Chair

5. CHAIR

The Chair of the Higher Education Faculty Assessment Review Panel will be the relevant Pro Vice-Chancellor. In the Chair’s absence, the Deputy Pro Vice-Chancellor will preside over the meeting. If the Deputy Pro Vice-Chancellor is unavailable the Associate Dean, Learning and Teaching will preside over meetings of the Panel.

6. SECRETARY

Administrative support will be provided by the relevant Faculty Administration.

7. QUORUM

A quorum will be 50% of the membership plus one.

8. MEETINGS

Higher Education Faculty Assessment Review Panel meetings must be scheduled to ensure the timely publication of results to students including at the end of all major teaching periods.

• No sooner than two (2) days following Higher Education School Assessment Review Panels; and
• No later than five (5) days prior to the final grade release date as set by the University.
9. RESOLUTIONS OF THE HIGHER EDUCATION FACULTY ASSESSMENT REVIEW PANEL

Matters requiring a resolution by the Higher Education Faculty Assessment Review Panel are to be determined by consensus of the members present.

A member may call for a vote on any matter requiring resolution before the Higher Education Faculty Assessment Review Panel. In the event of a tied vote the Chair will have the casting vote.

10. AGENDA

The agenda will be distributed at least seven (7) days prior to the meeting date.

11. REPORTING

The report from each meeting of the Higher Education Faculty Assessment Review Panel will be provided to the next meeting of the relevant Faculty Learning and Teaching Committee.
Any governing document once printed is considered an uncontrolled document. Only documents in the University Governing Document Library online are considered to be the most current version.

### Document History and Version Control

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<tr>
<td>1.00</td>
<td>3 Aug 2012</td>
<td>Academic Board</td>
<td>Creation of original document and posting to CDU website.</td>
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<tr>
<td>2.00</td>
<td>5 Feb 2014</td>
<td>Academic Board</td>
<td>Review of document including:</td>
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<td>• Deputy PVC and Associate Dean Learning and Teaching given approval of late grades and changes to grades</td>
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