

Faculty of Science and Engineering
Terms of Reference – Role Statement
Associate Head of Faculty: Teaching and Learning

Process of Appointment:

The Associate Head of Faculty: Teaching and Learning is appointed within the Faculty by the Executive Dean.

Term of Appointment:

The term of appointment is three years. The appointment is renewable subject to the approval of the Executive Dean

Reports to:

The Associate Head of Faculty: Teaching and Learning reports to the Executive Dean

Role:

The role of the Associate Head of Faculty: Teaching and Learning is to provide leadership with respect to strategic directions in teaching and learning within the Faculty of Science and Engineering

Key Responsibilities:

The key responsibilities of the Associate Head of Faculty: Teaching and Learning are to

- Provide advice to the Executive Dean on the development and execution of policies and procedures related to the teaching and learning activities of the Faculty
- Facilitate the dissemination of information across the Faculty in relation to innovations in teaching and learning practice
- Contribute to the annual review of Key Accountability Measures in the area of teaching and learning
- Provide leadership with respect to the development of the Faculty's strategic plan in relation to teaching and learning
- Support the Executive Dean in representing and promoting the teaching profile of the Faculty locally, nationally and internationally

Committee Representation:

- Chair – Faculty Teaching and Learning Committee
- Member - Faculty Committee on Courses and Curricula
- Faculty representative member
 - University Educational Matters Advisory Group (EMAG)
 - University ASMS Coordinating Committee
 - Faculty Board
 - Executive Dean's Advisory Group

Key Performance Indicators:

The performance of the Associate Head of Faculty: Teaching and Learning will be measured using the Key Accountability Measures (KAMs) (outlined in Flinders Way - Appendix C) used to assess education performance by the University. The expectation is that there will be an overall improvement achieved in these measures during the term of appointment.