

Academic Senate - Faculty Assessment Committees - Membership and Terms of Reference

Section 1 - Establishment

(1) The Faculty Assessment Committees were approved by the Academic Senate, in adopting the Academic Regulations on 24 September 1991 (AS 91/140).

Background

(2) Charles Sturt University (the University) has a responsibility to ensure good governance and management practices surrounding assessment, including review of grades, any changes to grades and marks, and compliance with the assessment policies and requirements approved by the Academic Senate.

Purpose

(3) The purpose of the Faculty Assessment Committee is act as the principal academic governance body overseeing a Faculty's assessment activities, on behalf of the Academic Senate through the Faculty Board.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means the Faculty Assessment Committee.

Section 3 - Membership

(5) The membership of a Faculty Assessment Committee shall be as follows:

- a. Deputy Dean (Presiding Officer);
- b. Executive Dean;
- c. Presiding Officer of each School and Unit assessment committee;
- d. Associate Dean, Academic;
- e. Sub Dean (Learning and Teaching);
- f. Sub Dean (Graduate Studies);
- g. Head of Schools of the Faculty; and
- h. the Head of any non-School bodies of the Faculty with responsibility for student assessment, such as Centres.

(6) The following shall have right of audience and debate at Faculty Assessment Committee meetings:

- a. Faculty Subjects Manager;
- b. Faculty Administration Manager;

- c. Faculty Executive Officer; and
- d. Presiding Officer, Academic Senate.

Variation to Membership

(7) Variations to the membership of Faculty Assessment Committees must be approved by the Academic Senate.

Faculty of Arts and Education

- (8) The membership of the Faculty of Arts and Education Faculty Assessment Committee has been varied to include:
- a. the Executive Director, Student Success(or nominee).

Secretary

(9) The Secretary to the Faculty Assessment Committee shall be appointed by the University Secretary or their delegate.

Section 4 - Functions and Responsibilities

(10) The Faculty Assessment Committees shall:

- a. act on behalf of Academic Senate, through the Faculty Board, as the principal academic governance body overseeing the assessment activities of the Faculty;
- b. exercise its authorities to monitor and assure that the Faculty is operating in compliance with the assessment policies and requirements of Academic Senate, and with relevant external regulations and / or standards (such as the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) - HES) and Faculty policies and procedures, including via consideration of HES reports;
- c. oversight the awarding and publishing of grades*, including the review of grades and changes to grades and marks, to the students of the Faculty, in conjunction with Faculty Assessment Committees; and
- d. make recommendations to the Faculty Board and Faculty Executive as required on the practice of assessment within the Faculty.

Section 5 - Meetings

Term of Office and Quorum

(11) The term of appointment for members of the Faculty Assessment Committees shall be two years. The rules for conduct of meetings, including the number for a quorum, shall be as detailed in the [Boards and Committees Policy - Conduct of Meetings of Academic Committees](#).

Meetings

(12) Meetings will be published by the Office of Governance and Corporate Affairs in an annual schedule.

Agendas and Minutes

(13) Agendas are circulated to the Committee one week prior to the Committee meeting.

(14) Minutes of the Committee meeting are circulated to Committee members following the meeting. Minutes of the meeting are reported to the Faculty Board on a quarterly basis.

Conflicts of Interest

(15) Where a member has a perceived or material conflict of interest, they must declare this to the Presiding Officer and at the Committee meeting prior to discussion of the item of business.

Variations

(16) Variations to the terms of reference and / or membership of the Faculty Assessment Committees must be approved by the Academic Senate.

* Note: the Academic Senate requires that no individual may award a grade to a student. Faculty grade processing must ensure that all grades, including changes to grades and conversion of grades, are approved by the School Assessment Committee.

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