

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

Section 1 - Membership

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

- a. Deputy Dean (Presiding Officer);
- b. Executive Dean of the Faculty;
- 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. Heads of Schools and Units of the Faculty; and
- h. Faculty Subjects Manager - right of audience and debate.

(2) The Presiding Officer, Academic Senate shall have the right of audience and debate.

(3) The term of appointment for members of the Faculty Assessment Committee 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](#).

Variation to Membership

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

Section 2 - Terms of Reference

(5) The Faculty Assessment Committee shall:

- a. receive and consider the recommendations of the School Assessment Committees;
- b. award a final grade to each student enrolled in each subject in the Faculty:
 - i. Note: with the exception of review of grade applications (which are required to be approved in accordance with the [Assessment Policy – Coursework Subjects](#)), the Deputy Dean of the Faculty, as Presiding Officer of the Committee (or the relevant Head of School, where delegated), has authority to approve late grades, changes to grades or conversions to substantive grades which require approval before the next meeting of the Faculty Assessment Committee. Such approvals will then be reported to the next meeting of the Committee for noting;
- c. decide applications from students for a review of grade and other grade changes recommended by the School Assessment Committee:
 - i. Note: the Deputy Dean of the Faculty has authority to determine applications for review of grades on behalf of the Faculty Assessment Committee. Such approvals will be ratified at the next meeting of the

Committee;

- d. receive the recommendations of Honours Coordinators (which are to be made in accordance with Faculty protocol) and award the final grade for a dissertation or project, and the level of award to be conferred for each Bachelor (Honours) candidate;
- e. receive the recommendations of School Assessment Committees and award the final grade for a dissertation or other examinable work for each Master by Coursework and Dissertation candidate; and
- f. develop and implement processes within the Faculty which shall enable the Executive Dean to satisfy the Academic Senate or any other body auditing the academic practices of the University, that Academic Senate and Faculty assessment policy and procedures are being followed in the Faculty.

Variation to Terms of Reference

(6) Variations to the terms of reference of Faculty Assessment Committees must be approved by the Academic Senate.

Status and Details

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| Unit Head | Cassandra Webeck University Secretary +61 2 6338 4258 |
| Author | Nicholas Drengenberg Deputy Director Governance and Academic Secretary +61 2 63384831 |
| Enquiries Contact | Office of Governance and Corporate Affairs +61 2 63384207 |