

'Faculty Course and Subject Review Panel' - Terms of Reference

Section 1 - Establishment

(1) The purpose of the Faculty Course and Subject Review Panel is to review subject and course submissions within the Curriculum Design, Accreditation and Publication (CDAP) system and recommend approval by the Faculty Board and the University Courses Committee as appropriate, in accordance with Academic Senate requirements and the [Higher Education Standards Framework](#).

(2) The Faculty Board may determine other operational purposes for the Faculty Course and Subject Review Panel.

Section 2 - Glossary

(3) For the purpose of this document:

- a. CDAP - means the Curriculum Design, Accreditation and Publication system
- b. chair - means the Associate Dean (Academic)
- c. panel - means the Faculty Course and Subject Review Panel

Section 3 - Membership

(4) The Associate Dean (Academic) shall be the chair of the panel. The chair will select members from the pool as a review panel for each proposal. The pool of panel members could include:

- a. Executive Dean of the faculty
- b. Deputy Dean of the faculty
- c. Head of Schools of the faculty (including non-school bodies)
- d. Course Directors of the faculty
- e. Academic Quality Officer (CAPS)
- f. Academic Quality Officer (General)
- g. Academic members of staff as appropriate for items under consideration

(5) Right of consultation could be granted to the following as required:

- a. Manager, Course Administration of the faculty
- b. Manager, Subject Administration of the faculty
- c. Faculty Administration Manager of the faculty
- d. Faculty Executive Officer of the faculty
- e. Associate Director, Admissions and Conversions

Section 4 - Functions and responsibilities

(6) The panel will:

- a. ensure that courses and subjects considered for recommendation for approval by the Faculty Board and the University Courses Committee are consistent with:
 - i. Academic Senate requirements and the [Higher Education Standards Framework \(Threshold Standards\) 2021](#), and
 - ii. the official, advertised content of these courses and subjects published in the [University Handbook](#), Online Course Brochures and other official publications and systems
- b. act as a review mechanism for relevant Annual Course Health Checks and Comprehensive Course Reviews prior to submission for endorsement by the Faculty Board, and
- c. carry out any other functions or responsibilities as determined by faculty leadership.

Section 5 - Meetings

(7) The panel may exercise its responsibilities either synchronously or asynchronously.

(8) The chair may schedule a synchronous meeting to review specific cases. Cases requiring a synchronous meeting may have a record of these discussions attached to the relevant proposal within CDAP.

(9) The chair may schedule an asynchronous meeting. The panel will be required to exercise its responsibilities within CDAP via comments, tasks and outcomes.

(10) The chair will determine the number of reviewers required for each proposal.

Discussions, Consultations and Outcomes

(11) A panel meeting date will be created within CDAP to which relevant proposals will be attached.

(12) All comments and deliberations will be recorded within CDAP.

(13) The panel is responsible for ensuring appropriate consultation on proposals is undertaken.

(14) Upon completion of the meeting, the chair (or delegate) will record final approval within the outcomes field in CDAP.

(15) The chair may create additional meetings and panels for a proposal where further consultation or review is required. Additional panels can include the same members as the original or alternate members can be selected.

Conflicts of interest

(16) Where a member has a perceived or material conflict of interest, they must declare this to the chair prior to discussion.

Variations

(17) Variations to the terms of reference of the Faculty Course and Subject Review Panel must be approved by the Provost and Deputy Vice-Chancellor (Academic).

Status and Details

Status	Current
Effective Date	8th November 2023
Review Date	8th November 2026
Approval Authority	Deputy Vice-Chancellor (Academic)
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