

LEARNING AND TEACHING AWARDS REVIEW PANEL TERMS OF REFERENCE



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1 ESTABLISHMENT

The Pro Vice-Chancellor (Learning and Teaching) established the Learning and Teaching Awards Review Panel (the Panel) to provide reports and/or advice to the Vice-Chancellor and President.

2 FUNCTIONS AND RESPONSIBILITIES

The Panel's functions and responsibilities are to:

- 2.1 consider applications and make recommendations for internal awards and recommendations for endorsement for the AAUT via the Pro Vice-Chancellor (Learning and Teaching) to the Vice-Chancellor and President:
 - Vice-Chancellor's Awards for Exemplary Practice in Learning and Teaching (Tier 1)
 - Vice-Chancellor's Awards for Outstanding Contributions to Learning and Teaching (Tier 2), and/or
 - Australian Awards for University Teaching (AAUT).
- 2.2 assess applications according to the relevant category, assessment criteria and documentation requirements in the Tier 1 award and/or Tier 2 award procedures, and/or the AAUT guidelines.
- 2.3 provide constructive and comprehensive feedback to applicants.
- 2.4 provide reports on award programs and their evaluation.

3 REFERRAL OF MATTERS

The Panel may refer any item to the Vice-Chancellor and President for discussion, consideration and/or action, or may refer relevant matters for action or noting to other committees as appropriate.

4 SUB-COMMITTEES

The Panel may establish standing or ad hoc sub-committees as required and approve their terms of reference. Sub-committees must be constructed to ensure consistency and coordination between their functions and responsibilities.

The Panel will receive reports as required from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

5 MEMBERSHIP AND TERMS OF OFFICE

Panel membership will comprise:

Nominated members:

- The nominated standing representative of the Pro Vice-Chancellor (Learning and Teaching)
- Two senior employees, comprising a higher education academic and a vocational education teacher/tutor, both of whom are nominated by the Provost
- One representative of Learning and Teaching Services and one representative from elsewhere in the University, nominated by the Pro Vice-Chancellor (Learning and Teaching), if required
- One former AAUT or Tier 2 award recipient (awarded within the past three years), nominated by the Pro Vice-Chancellor (Learning and Teaching).

All panel members will serve for two years, unless otherwise agreed between the Chair and the panel member. Panel members must be current CQUniversity employees during their term of office.

Panel membership must, where possible, include appropriate gender representation and representation from other equity groups.

If panel members are aware they will be absent for a review panel meeting, members will provide completed assessment forms and feedback to the Secretary with their apologies for noting at the meeting. A replacement nominee is not required, unless the panel member will be on extended leave before the meeting or cannot otherwise complete assessment obligations in the relevant round of awards. In this event, the panel member will advise the Chair, who will then liaise with the original nominating officer, to nominate a replacement panel member.

6 RIGHTS OF AUDIENCE AND DEBATE

The Panel may extend rights of audience and debate on either a standing or ad hoc basis.

7 CHAIR

The Panel Chair will be the standing representative of the Pro Vice-Chancellor (Learning and Teaching), and will serve for the duration of their appointment to the Panel.

The Chair will nominate an alternative Chair if they are unable to attend a meeting, otherwise members present will elect a panel member in attendance as Chair of that meeting.

The Chair will open and close each review meeting, call for declarations of conflict of interest, and oversee the ballot and discussion regarding assessment of applications and proposed recommendations.

The Chair will ensure each award process is reviewed (e.g. related procedures, assessment processes, panel member/applicant development opportunities) at the end of the relevant award cycle and will recommend to the Pro Vice-Chancellor (Learning and Teaching) any suggested improvements.

8 SECRETARY

The Secretary will be (ex-officio) the Learning and Teaching Grants and Awards Officer. The Chair will nominate an alternative Learning and Teaching Services employee to be Secretary if the Secretary is absent for a meeting.

9 CASUAL VACANCIES

A casual vacancy will be filled in accordance with the original nomination requirements.

10 REMOVAL OF A MEMBER FROM OFFICE

The Panel may terminate a person's panel membership for misconduct by a vote of two-thirds of those present at a panel meeting called in accordance with these terms of reference, and for which due notice of the motion to terminate the person's membership has been given.

11 QUORUM

The quorum for a panel meeting will be 100 per cent of the membership (in person or by provision of written feedback in relation to award applications). Where a loss of quorum is identified, the meeting may be adjourned until such time as the Chair determines.

12 CONFLICT OF INTEREST

Panel members are required to declare to the Chair, or to the Pro Vice Chancellor (Learning and Teaching) in the case of the Chair, any real, perceived or potential conflict of interest they may have in relation to any application when notified of the applicants or applications to be assessed. The [Conflicts of Interest Policy and Procedure](#) specifies the University's expectations of employees regarding conflicts of interest.

If the Chair or other panel member is deemed to have a real, perceived or potential conflict of interest in relation to one or more applications, the Chair or the Pro Vice-Chancellor (Learning and Teaching), whichever is relevant, will decide how the conflict will be appropriately managed and resolved. This may include a decision to excuse the panel member from assessing applications and/or discussions and deliberations relevant to the particular application/s or from the panel for a period.

If the Chair or other panel member is excused from the panel for a period, the original nominating officer will nominate another employee to replace the panel member for that period.

13 MEETINGS

Panel meetings may be held face-to-face, by telephone, videoconference, or other electronic means.

Panel meetings will be held to assess any received award applications according to the relevant procedure for the following:

- Vice-Chancellor's Awards for Exemplary Practice in Learning and Teaching (Tier 1)
- Vice-Chancellor's Awards for Outstanding Contributions to Learning and Teaching (Tier 2)
- AAUT Citations for Outstanding Contributions to Student Learning
- AAUT Awards for Programs that Enhance Learning, and
- AAUT Awards for Teaching Excellence.

Panel members are required to prepare fully for each meeting, having read all relevant documentation in advance, and to make every reasonable effort to attend each meeting.

14 OBSERVERS

Observers are welcome to observe assessment or attend meetings with the Chair's prior permission and provided they advise the Secretary in advance.

Observers are entitled to observe proceedings but have no voting rights, and no right to speak at meetings unless invited to do so by the Chair. Observers must leave a meeting when the Chair requests it, or if any matters are to be considered in a closed session.

15 AGENDAS AND MINUTES

The Secretary will distribute applications and associated documentation at least 10 working days before the meeting, via electronic means.

All applications must be lodged, according to the relevant procedure, no later than the specified due date. Acceptance of late applications will be at the Chair's discretion, in consultation with the Pro Vice-Chancellor (Learning and Teaching), if necessary.

Panel members will be allocated applications to assess and must submit a completed online assessment form for each application, at least two working days before the relevant review meeting. The Secretary will aggregate the content of completed assessment forms, which will be used to inform discussion at the review meeting.

Panel members are to ensure they have access to view the applications online during the meeting.

The Secretary will prepare meeting notes, including panel feedback for applicants, from each review meeting. The Chair will review draft notes and feedback from each meeting, after which the Secretary will circulate a copy to panel members as soon as practical. The Chair will ensure a copy of the meeting notes is made available at the next relevant panel meeting.

After recommendations for Tier 1 and Tier 2 awards are finalised, the Vice-Chancellor and President will send each recipient a congratulatory letter. This will include a feedback notice from the review and assessment process for the applicant's consideration in case they plan to apply for a higher level award.

After recommendations for Tier 1 and Tier 2 awards are finalised, the Chair will contact each applicant not recommended in the relevant round by telephone to notify them of the outcome in the first instance. The outcome will be confirmed by an email notification with feedback from the review and assessment process for the applicant's consideration in case they plan to re-apply for the same award program in the next round.

Committee records are subject to the Queensland [Public Records Act 2002](#) and therefore must be retained by the Secretary in accordance with the University's [Records Management Policy and Procedure](#).

16 REPORTING

The Panel advises the Vice-Chancellor and President of recommendations for all learning and teaching awards (excluding CQUniversity Opal Awards). The Panel also reports to Academic Board, through the monthly Learning and Teaching Services report, the outcomes of the annual award process.

17 EVALUATION AND REVIEW

To ensure the Panel is fulfilling its duties, it will undertake an annual self-assessment of its performance, which will include applicant feedback about their experience of the overall process and any external review outcomes, against these terms of reference. The Panel will provide this information to the Vice-Chancellor's Advisory Committee along with any information the Vice-Chancellor and President may request to facilitate a review of the Panel's performance and its members.

The Administrator will review these terms of reference every two years, in conjunction with the Panel, and report on the review and any recommendations to the Vice-Chancellor's Advisory Committee.

18 RELATED LEGISLATION AND DOCUMENTS

Australian Awards for University Teaching Application Instructions and Supporting Information (contact the Learning and Teaching Grants and Awards Officer via ltgrants-awards@cqu.edu.au for further information).

[Vice-Chancellor's Awards for Exemplary Practice in Learning and Teaching \(Tier 1\) Procedure](#)

[Vice-Chancellor's Awards for Learning and Teaching Application Coversheet](#)

19 FEEDBACK

University staff and students may provide feedback about this document by emailing policy@cqu.edu.au.

20 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Vice-Chancellor and President
Advisory Committee to Approval Authority	Vice-Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	5/09/2020

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 13/03/2012
Amendment Authority and Date	Updated PVC Learning and Teaching 29/01/2014, Vice-Chancellor and President 18/03/2015; Vice-Chancellor and President 7/09/2016; Vice-Chancellor and President 5/09/2018.
Notes	