

# LEARNING AND TEACHING AWARDS REVIEW PANEL TERMS OF REFERENCE



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## 1 ESTABLISHMENT

The Learning and Teaching Awards Review Panel (the Review Panel) provides reports, recommendations and/or advice to the Vice-Chancellor and President and to the Vice-President (Tertiary Education).

## 2 FUNCTIONS AND RESPONSIBILITIES

The Review Panel's functions and responsibilities are to:

- 2.1 Consider applications and make recommendations for internal awards, via the Director, Educational Quality and Integrity, to the Vice-Chancellor and President for the:
  - 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).
- 2.2 Consider applications and make and recommendations for endorsement, via the Director, Educational Quality and Integrity, to the Vice-President, (Tertiary Education), for nominations in the Australian Awards for University Teaching (AAUT) program.
- 2.3 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.
- 2.4 Provide comprehensive, constructive feedback to applicants.
- 2.5 Provide reports on award programs and their evaluation.

### **3 REFERRAL OF MATTERS**

The Review 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 Review Panel may establish standing or ad hoc sub-committees and approve their Terms of Reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

The Review Panel will receive reports 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**

Review Panel membership will comprise the following nominated members:

- A standing representative nominated by the Director, Educational Quality and Integrity
- Two senior employees, comprising a higher education academic and a vocational education teacher/tutor, nominated by the Vice-President (Tertiary Education)
- One representative of the Educational Quality and Integrity Directorate and one representative from elsewhere in CQUniversity, nominated by the Director, Educational Quality and Integrity
- Two former AAUT or Tier 2 award recipients (awarded within the past three years), nominated by the Director, Educational Quality and Integrity.

Gender representation on the Review panel's membership is encouraged.

All members are expected to represent and maintain effective communications between their organisational area and the Review Panel, as appropriate.

New members will, on their appointment, receive relevant induction information and briefings to assist them to meet their Review Panel responsibilities

Review Panel members will serve a term of two years, unless otherwise agreed. Review Panel members must be current CQUniversity employees during their term of office.

Review Panel members will provide completed assessment forms and feedback to the Secretary by the specified date. If a member knows they will be absent for a review panel meeting they will send the Secretary 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 Secretary, who will notify the Chair and liaise with the original nominating officer, to nominate a replacement panel member for that timeframe.

### **6 RIGHTS OF AUDIENCE AND DEBATE**

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

### **7 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 see and hear the proceedings of the meeting 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.

### **8 CHAIR**

The Chair will be the nominated standing representative of the Director, Educational Quality and Integrity.

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 program administrator any suggested improvements.

## **9 SECRETARY**

The Secretary will be the Learning and Teaching Grants and Awards Officer.

The program administrator will nominate an alternative Educational Quality and Integrity Directorate employee if the Secretary is absent for a meeting.

## **10 CASUAL VACANCIES**

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

## **11 REMOVAL OF A MEMBER FROM OFFICE**

The Review 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.

## **12 QUORUM**

The quorum for a Review Panel meeting shall be 50% of the membership.

Where a loss of quorum is identified, the meeting may be adjourned until a time the Chair determines.

## **13 CONFLICT OF INTEREST**

Review Panel members are required to declare to the Chair any conflict of interest or potential conflict the panel member may have with any item on the meeting agenda.

If the Chair deems a panel member to have a real or perceived conflict of interest with an application being reviewed and assessed by the Review Panel, the panel member will be excused from discussions and deliberations on that application.

If the Review Panel deems the Chair to have a real or perceived conflict of interest with an application being reviewed and assessed, the Chair will be excused from discussions and deliberations on that application. While that application is under discussion, the Chair's position will pass to another panel member nominated by the Chair.

Further details on identifying and dealing with a conflict of interest are provided in the [Conflict of Interest Policy and Procedure](#).

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

## **14 MEETINGS**

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

Review Panel meetings will be held to assess any eligible award applications and make recommendations, 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.

Review 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.

## 15 AGENDAS AND MINUTES

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.

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

Review 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 and subsequent recommendations at the review panel meeting.

Review 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 an approved copy to panel members as soon as practical. The Chair will ensure the meeting notes are 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. Recipients will receive a feedback notice from the review and assessment process for their consideration if application for an award in a different program is planned.

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 if they 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 Review Panel will advise the Vice-President (Tertiary Education) or Vice-Chancellor and President, via the Director, Educational Quality and Integrity, of recommendations for the learning and teaching awards listed in this Terms of Reference.

The Review Panel reports to the:

- Tertiary Education Advisory Committee, through the monthly Educational Quality and Integrity report, and
- Learning and Teaching Committee, annually, the outcomes of the annual award process.

## 17 EVALUATION AND REVIEW

To ensure the Review Panel is fulfilling its duties, it will undertake an annual self-assessment of its performance, including applicant feedback about their experience of the overall process, against these terms of reference. The Review 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 Review Panel's performance and its membership.

The Director, Educational Quality and Integrity will review these terms of reference every year, in consultation with the Review 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](#)

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

[Vice-Chancellor's Awards for Outstanding Contributions to Learning and Teaching Procedure](#)

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

## 19 FEEDBACK

Feedback about this document can be emailed to [policy@cqu.edu.au](mailto: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	Director, Educational Quality and Integrity
Next Review Date	06/05/2022

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; Vice-Chancellor and President 06/05/2020; Editorial Amendment 26/05/2020.
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