

SCHOLARSHIP OF LEARNING AND TEACHING GRANTS REVIEW PANEL TERMS OF REFERENCE



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1 ESTABLISHMENT

The Pro Vice-Chancellor (Learning and Teaching) established the Scholarship of Learning and Teaching Grants Review Panel (the Panel) to make recommendations to and/or advise the Pro Vice-Chancellor (Learning and Teaching) on internally-funded project proposals.

2 FUNCTIONS AND RESPONSIBILITIES

The Panel is responsible for recommending project proposals for approval by the Pro Vice-Chancellor (Learning and Teaching).

The Panel's functions are to:

- 2.1 assess, select, recommend or decline expressions of interest (EOI) and project proposals according to the relevant assessment criteria and related documentation requirements in the [Scholarship of Learning and Teaching Grant Procedure](#).
- 2.2 formulate feedback to successful and unsuccessful Chief Investigators
- 2.3 recommend approval of internal funding for learning and teaching project proposals to the Pro Vice-Chancellor (Learning and Teaching).

The Panel is responsible for:

- 2.4 monitoring project progress to ensure project responsibilities are met and any issues hindering project completion are addressed, and
- 2.5 ensuring the process of review for funding and/or recommending project proposals for approval/endorsement is transparent and accountable.

3 DELEGATED AUTHORITIES

The Panel has delegated authority to:

- make minor decisions regarding project extension or budget variation requests to ensure funded projects are completed in a reasonable timeframe, and
- approve final project reports confirming project deliverables/responsibilities have been met.

4 REFERRAL OF MATTERS

The Panel may refer any item to the Pro Vice-Chancellor (Learning and Teaching) for discussion, consideration and/or action, or may refer relevant matters for action or noting to other committees as appropriate. Minor matters pertaining to any proposal may be referred to relevant CQUniversity stakeholders for discussion, consideration and/or action.

5 COMMITTEES

The Panel may establish standing or ad hoc sub-committees as required and will approve each sub-committee's terms of reference, which must be constructed to ensure consistency and coordination between the functions of all sub-committees.

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

6 MEMBERSHIP AND TERMS OF OFFICE

Panel membership will comprise:

Ex-officio members:

- Deputy Dean (Research) representative, nominated by the Deputy Deans (Research)
- Deputy Dean (Learning and Teaching) representative, nominated by the Deputy Deans (Learning and Teaching)

Nominated members:

- The nominated standing representative of the Pro Vice-Chancellor (Learning and Teaching) as Panel Chair
- Director, VET¹ Learning and Teaching or nominee of the Pro Vice-Chancellor (VET Operations and Growth)
- Two employees with a track record in learning and teaching research, nominated by the Pro Vice-Chancellor (Learning and Teaching)
- Two current employees, nominated by the Provost, if required. (This option is only required if the number of applications received exceeds a reasonable review workload for the current Panel membership as determined by the Chair).

The Panel Chair will serve for two years or as otherwise agreed with the Pro Vice-Chancellor (Learning and Teaching). Ex-officio members will serve for a two-year term, unless otherwise agreed between the Panel Chair and the panel member. Nominated panel members will serve for a two-year term. All panel members must be current CQUniversity employees during their term of office.

¹ VET means vocational education and training.

Panel membership must include a balance of gender representation and, where possible, representation from other equity groups.

7 RIGHTS OF AUDIENCE AND DEBATE

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

Those holding the following or equivalent positions (or their nominee) will have standing rights of audience and debate at meetings but no voting rights:

- Associate Vice-Chancellors
- Directors
- Deans of Schools or their nominees.

8 CHAIR AND DEPUTY CHAIR

As the Panel's focus is on learning and teaching related research grants, the Pro Vice-Chancellor (Learning and Teaching) will nominate a standing representative as the Panel Chair.

If the Panel Chair will be absent for any Panel meeting, the Pro Vice-Chancellor (Learning and Teaching) will nominate an ex-officio panel member as Panel Chair of that meeting.

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

The Panel Chair will ensure the Panel reviews each grant funding process (e.g. related procedures, assessment processes, applicant development opportunities) at the end of the relevant funding cycle and recommends to the Pro Vice-Chancellor (Learning and Teaching) any suggested improvements.

9 SECRETARY

The Secretary will be (ex-officio) the Learning and Teaching Grants and Awards Officer. If the Secretary is absent for any panel meeting, the Chair's nominee will be the Secretary for that 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 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.

If a member or their nominee does not attend two consecutive panel meetings without adequate cause, that person's membership may be terminated. A person whose membership has been terminated may apply to the Pro Vice-Chancellor (Learning and Teaching) to have their membership reinstated.

12 QUORUM

A quorum for a Panel meeting is defined as at least 50 per cent of the membership. Where a loss of quorum is identified, the meeting may be adjourned until such time the Chair determines to ensure adequate discussion and deliberation occurs before recommending projects.

13 CONFLICT OF INTEREST

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 Panel Chair deems a panel member to have a real or perceived conflict of interest in a matter being considered at a meeting, the panel member will be excused from discussions and deliberations on to that matter.

If the Panel deems the Panel Chair to have a real or perceived conflict of interest in a matter being considered at a meeting, the Panel Chair will be excused from discussions and deliberations on that matter. While that matter is under discussion, the Panel Chair's position will pass to another panel member nominated by the Panel Chair.

14 MEETINGS

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

Panel meetings will be held at least once per calendar year to finalise recommendations to the Pro Vice-Chancellor (Learning and Teaching).

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

15 OBSERVERS AND VISITORS

Observers and visitors must have received the Panel Chair's prior permission to attend meetings and must leave meetings if any matters are to be considered in closed session.

16 AGENDAS AND MINUTES

The Secretary will distribute EOIs or project proposals for assessment, along with associated electronic form links and any required documentation, at least ten working days before the panel meeting via electronic means.

Reviewers must provide a completed assessment form for each allocated EOI or project proposal, through the online survey system, at least two days before the relevant panel meeting. These assessment forms will not be made publicly available, but their content will inform discussion at the panel meeting.

Panel members are encouraged to bring laptops, iPads, or similar, to view the applications online during the meeting. Alternatively, panel members may prefer to print documentation and bring it to the meeting.

The Secretary will prepare meeting notes, including panel feedback for Chief Investigators, from each meeting. The Panel Chair will review the draft notes, feedback and action sheet from each meeting, after which the Secretary will circulate an approved copy to all panel members as soon as practical.

After reviewing and approving the meeting notes and feedback, the Panel Chair will provide the Pro Vice-Chancellor (Learning and Teaching) with a list of recommendations and funding requirements for consideration.

As soon as practical after the Pro Vice-Chancellor (Learning and Teaching) finalises project funding recommendations (unconditionally approved, conditionally approved or not approved), the Panel Chair will:

- contact each Chief Investigator, whose project was not recommended or not approved, by telephone to notify them of the outcome in the first instance. The outcome will be confirmed by an email notification from the Panel Chair, with feedback from the review and assessment process for the Chief Investigator's consideration, and
- contact each Chief Investigator by email, whose project was conditionally approved, providing a detailed request for additional information required to meet the stated conditions of funding. The due date for re-lodgement will be included in the communication.

After conditionally-approved proposals are revised and received, the Review Panel will review the changes and verify if funding conditions have been met for the amended project proposals.

On receiving the Panel Chair's advice regarding final project approvals, the Secretary will create and supply an endorsement memo listing all projects approved for funding to the Pro Vice-Chancellor (Learning and Teaching) for final signed endorsement.

The Pro Vice-Chancellor (Learning and Teaching) will notify Chief Investigators of approved projects by letter. Chief Investigators will then be provided with relevant contractual documentation and reminded that documentation must be returned with ethics approval before accessing approved funding.

17 REPORTING

The Panel recommends to the Pro Vice-Chancellor (Learning and Teaching) approval of funding for learning and teaching grant project proposals.

The Panel reports annually to the Learning and Teaching Committee outcomes of the Scholarship of Learning and Teaching Grants program.

18 EVALUATION AND REVIEW

To ensure the Panel is fulfilling its duties, it will:

- undertake an annual self-assessment of its performance, which will include Chief Investigators' feedback about their experience of the overall process, against the program's procedure and terms of reference and provide that information to the Pro Vice-Chancellor (Learning and Teaching), and
- provide any information the Pro Vice-Chancellor (Learning and Teaching) may request to facilitate any review of the panel's performance and its members.

The Pro Vice-Chancellor (Learning and Teaching) will review these terms of reference annually in conjunction with the Scholarship of Learning and Teaching Grant Procedure. As part of this review, the Panel will be given an opportunity to comment and make recommendations to the Pro Vice-Chancellor (Learning and Teaching).

19 RELATED LEGISLATION AND DOCUMENTS

[Scholarship of Learning and Teaching Grants Procedure](#)

20 FEEDBACK

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

21 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	Academic Board
Advisory Committee to Approval Authority	Learning and Teaching Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
Next Review Date	20/12/2019

Approval and Amendment History	Details
Original Approval Authority and Date	Vice-Chancellor and President 01/04/2014
Amendment Authority and Date	Vice-Chancellor and President 15/07/2015; Vice-Chancellor and President 16/03/2016; Executive Committee of Academic Board 20/12/2016; Learning and Teaching Executive Committee 4/12/2017; Learning and Teaching Committee 20/02/2019.
Notes	This document replaced the Scholarship of Learning and Teaching Grants Review Panel Terms of Reference