

SCHOLARSHIP OF LEARNING AND TEACHING GRANTS REVIEW PANEL TERMS OF REFERENCE



Contents

1	ESTABLISHMENT	1
2	FUNCTIONS AND RESPONSIBILITIES	1
3	DELEGATED AUTHORITIES	2
4	REFERRAL OF MATTERS.....	2
5	COMMITTEES	2
6	MEMBERSHIP AND TERMS OF OFFICE	2
7	RIGHTS OF AUDIENCE AND DEBATE.....	3
8	CHAIR AND DEPUTY CHAIR	3
9	SECRETARY	3
10	CASUAL VACANCIES.....	3
11	REMOVAL OF A MEMBER FROM OFFICE	3
12	QUORUM.....	3
13	CONFLICT OF INTEREST	3
14	MEETINGS	4
15	OBSERVERS AND VISITORS	4
16	AGENDAS AND MINUTES.....	4
17	REPORTING	4
18	EVALUATION AND REVIEW	4
19	RELATED LEGISLATION AND DOCUMENTS.....	5
20	FEEDBACK.....	5
21	APPROVAL AND REVIEW DETAILS.....	5

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 expressions of interest (EOI) and project proposals according to the relevant selection 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) and the Associate Dean (Learning and Teaching).

The Panel is responsible for:

- 2.5 monitoring project progress to ensure project responsibilities are met and any issues hindering project completion are addressed, and
- 2.6 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 may be referred to the Associate Dean (Learning and Teaching) for discussion, consideration and/or action.

5 COMMITTEES

The Panel may establish standing or ad hoc sub-committees as required and shall 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 shall 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 shall 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:

- A nominee of the Pro Vice-Chancellor (Learning and Teaching) as Panel Chair
- Deputy Dean (Vocational Education and Training) or nominee of the Pro Vice-Chancellor (VET)
- Two staff members with a track record in learning and teaching research, nominated by the Pro Vice-Chancellor (Learning and Teaching)
- Two current staff members, nominated by the Provost, if required.

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

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) shall have standing rights of audience and debate at meetings but no voting rights:

- Associate Vice-Chancellors
- Directors
- Deans of Schools or their nominees.
- Associate Dean (Learning and Teaching)

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 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 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 shall 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 three 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 100 percent of the membership (in person or by provision of written feedback). Where a loss of quorum is identified, the meeting may be adjourned until such time the Chair determines.

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 particular 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 particular 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 shall be held at least once per round 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 camera.

16 AGENDAS AND MINUTES

The Secretary will distribute EOIs or project proposals and associated documentation at least five working days before the meeting, via electronic means.

Panel members must provide a completed assessment form for each allocated EOI or project proposal to the Secretary 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 a copy to all panel members as soon as practical. After reviewing the draft feedback, the Panel Chair will provide Chief Investigators with written feedback on their project proposals.

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 to Academic Board, through the Learning and Teaching Services report, outcomes of the learning and teaching grant process.

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 these 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 staff 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	4/12/2018

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.
Notes	