

# UNIT COORDINATOR DUTY STATEMENT



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## 1 SUMMARY

- 1.1 Unit Coordinators are responsible for the academic leadership and oversight of all aspects of CQUniversity unit(s) allocated to them. This includes:
- all aspects of academic quality both in discipline-specific knowledge skills and attributes
  - the pedagogy, development and alignment of the unit learning outcomes, learning activities and assessment of the unit(s)
  - delivery of consistent, effective teaching and learning across all sites, and
  - quality enhancement of units through responding to formal and informal student feedback and self-reflection, regularly liaising with all teaching staff at teaching sites, liaising with curriculum design staff.

**Accountable to:** Dean of School/or equivalent or nominee

## 2 KEY TASKS

### Administration

- 2.1 Ensure all unit-related administrative requirements are met including the timely submission of unit profiles, textbook requirements, development and operation of the unit website within the learning management system, and the submission of final grades.
- 2.2 Fulfil the obligations of the position in respect to organisation-wide responsibilities including copyright, workplace bullying and harassment, codes of conduct, workplace health and safety, multi-skilling, job rotation and record management (refer to [People and Culture](#) website).
- 2.3 Provide input into the booking of teaching and learning spaces, the timing and booking of residential school requirements, and the recruitment and allocation of teaching staff (lecturers, tutors, markers).
- 2.4 Manage assignment extensions, outstanding grades, reviews of grade, academic misconduct.
- 2.5 Where required, fulfil the teaching requirements of the unit to the highest standard possible and in accordance with the Academic Duties as defined in Schedule 7 in the [Central Queensland University Enterprise Agreement](#).

## Unit development and design

- 2.6 Develop and/or oversee all aspects of unit design, including the embedding of discipline-specific and generic skills and University graduate attributes and the development and alignment of learning outcomes, learning activities, and assessment.
- 2.7 Prepare the Unit Profile, the teaching materials and activities, and all assessments for each unit in accordance with the requirements of the [Australian Qualifications Framework \(AQF\)](#), the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) and any external accreditation and/or professional body requirements.
- 2.8 Enhancements to unit design, teaching materials, activities and assessments are undertaken in response to student feedback, and in consultation with all unit teaching staff and the Head of Course.
- 2.9 Contribute to the strategic development and direction of the course(s) into which the units they teach are offered through regular formal and informal communication with the Heads of Course and Course Committee meetings.

## Teaching teams

- 2.10 Work with Heads of Course/Dean of School in the selection of teaching staff including tutors, markers and lecturing staff associated with the unit.
- 2.11 Provide teaching materials and liaise with all teaching staff on the effective use of these materials and activities.
- 2.12 Regularly liaise with all teaching staff at all teaching sites to ensure consistency of delivery of effective teaching and learning across all sites.

## Assessment, grading and moderation

- 2.13 Maintain records of the results of all moderation meetings.
- 2.14 Ensure the timely return of marked student assignments.
- 2.15 Ensure timely entry of all assessment marks/grades into the Learning Management System.

## Annual review and quality enhancement

- 2.16 Complete annual unit review and enhancement, according to the requirements of the courses in which the unit is used and the University's timelines for these processes as described in the [Higher Education Qualifications Policy and Procedure](#).
- 2.17 Review and evaluate units in relation to the unit and course learning outcomes and provide written and/or verbal inputs to the relevant oversight committee.
- 2.18 Take responsibility for the leadership and quality enhancement of units through responding to formal and informal student feedback and self-reflection, regularly liaising with all teaching staff at teaching sites, and liaising with curriculum design staff.

## 3 CRITERIA FOR APPOINTING UNIT COORDINATORS

- 3.1 Unit Coordinators will normally:
  - possess qualifications and experience as per the Higher Education Standards Framework (Threshold Standards) 2015 and as outlined in Schedule 7 of the [Central Queensland University Enterprise Agreement](#)
  - be cognisant of the requirements of the [Higher Education Standards Framework \(Threshold Standards\) 2015](#) and other relevant external references
  - be continuing or fixed-term contract staff

- be prepared to be mentored within the Unit Coordinator role by a more senior academic [for new unit coordinators only]
- demonstrate appropriate high-level computer skills including the use of learning management systems, spreadsheets and word-processing
- exhibit good communication and interpersonal skills with an ability to foster a scholarly and cooperative teaching and learning environment within both the unit and associated courses
- demonstrate the ability and preparedness to take a lead role in team meetings to enhance the quality of the unit(s) and associated courses.

3.2 Desirably, Unit Coordinators will:

- possess a teaching qualification at undergraduate or postgraduate level or Certificate IV in Training and Assessment or a willingness to undertake a Graduate Certificate in Tertiary Education funded by CQUniversity with workload release to allow completion of the qualification.

## Appointment

- 3.3 Any Level A academic required to carry out full unit coordination duties as part of their normal duties will be paid a salary no lower than Academic Level A, Step 6. Academic staff appointed to a classification level lower than Academic Level A, Step 6 will be paid an allowance.
- 3.4 Unit coordination of very complex offerings (for example, units requiring the supervision of tutors and/or multiple campus offerings and/or large simultaneous internal and external offerings) should not be carried out by a Level A academic.
- 3.5 Unit Coordinators are appointed by the Dean of School/or equivalent in consultation with the relevant Head of Course.
- 3.6 A workload allocation will be allocated following discussion with the Dean of School/or equivalent or nominee.
- 3.7 Annual review of performance will be undertaken as part of the Performance Enhancement Process (PEP).

## 4 RELATED LEGISLATION AND DOCUMENTS

[Academic Misconduct Procedure](#)

[Assessment Policy and Procedure \(Higher Education Coursework\)](#)

[Australian Qualification Framework](#)

[Central Queensland University Enterprise Agreement](#)

[Grades and Results Procedure](#)

[Higher Education Qualifications Policy and Procedure](#)

[Higher Education Standards Framework \(Threshold Standards\) 2015](#)

[Moderation of Assessment Procedure](#)

[Review of Grade Procedure](#)

## 5 FEEDBACK

- 5.1 University staff and students may provide feedback about this document by emailing [policy@cqu.edu.au](mailto:policy@cqu.edu.au).

## 6 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
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Advisory Committee to Approval Authority	Vice Chancellor's Advisory Committee
Administrator	Pro Vice-Chancellor (Learning and Teaching)
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Notes	