

STATEMENT OF RESPONSIBILITIES 2002

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STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN

The position of the Associate Dean has the delegated authority from the Dean to act in the Dean's absence and to take broad overview of, and coordinate, the Faculty's quality assurance and enhancement processes particularly but not only as they pertain to internationalisation, inclusivity and student support

Main Responsibilities

- ≠# work with the Dean and the Executive Committee to develop the Faculty's Strategic and Operational Plans and other policies in relation to faculty development
- ≠# represent the Faculty on the various university committees and groups dealing with quality assurance and enhancement , including as they relate to internationalisation and inclusivity
- ≠# to oversee the development and implementation of integrated quality assurance and enhancement processes in the Faculty 's teaching, research, development activities and support services
- ≠# help the Associate Dean (Teaching), Associate Dean (Development) and Directors consider programs of international activities, and work with staff to develop specific teaching programs for international delivery
- ≠# work towards the University's goal of the internationalisation of curriculum by organising seminars and workshops and pursuing other initiatives
- ≠# coordinate support activities for international students
- ≠# maintain contact with the Faculty's alumni and liaise with the Monash Alumni Office
- ≠# work with the Dean in handling the Faculty's correspondence dealing with international visitors and in looking after international visitors to the Faculty
- ≠# develop and manage international student and staff exchange programs
- ≠# establish portfolios or working groups to advise on, or manage, specific tasks including, for example, to:
 - review facets of the Faculty's activities such as courses and programs, Centres, support services, resource provision

Term of Office

The Associate Dean will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN (TEACHING)

With delegated authority from the Dean, the Associate Dean (Teaching) is responsible for the coordination of teaching and curriculum within the Faculty. The work of the Associate Dean (Teaching) is supported by the Directors of Pre-Service Programs and Postgraduate Programs and, where relevant, the Director of Research Degrees.

Main Responsibilities

- €# work with the Dean, other Associate Deans and the Curriculum Committee to develop the Faculty's Strategic and Operational Plans and other policies in relation to curriculum, teaching and learning, and with the Curriculum Committee to implement these policies
- €# represent the Faculty on university-wide committees dealing with teaching matters, including the Committee of the Associate Deans of Teaching and Education Committee
- €# promote within the Faculty the objectives of the University's Learning and Teaching Plan (LTP) and work towards curriculum reform
- €# chair the Curriculum Committee of the Faculty and, in collaboration with the Faculty Manager, oversee the operation of the Faculty Teaching and Learning Office
- €# assign portfolios to members of the Curriculum Committee to undertake teaching related Faculty based tasks required by the University such as to recommend to the Dean on applications for SIF funding
- €# establish ad hoc Working Parties and Groups to advise on or manage specific issues relating to the Faculty's curriculum, teaching and learning and make recommendations to the Curriculum Committee. Purposes may include to:
 - develop, implement or review particular Faculty policies
 - implement specific aspects of the Faculty's Operational Plan
 - review and revise course regulations
- €# consult with the Associate Dean (Staff) about the implications for staff of developments in the Faculty's program of teaching and learning
- €# consult with the Associate Dean (Development) about the potential for, and implications of, course developments for fee based award, non award and professional development courses
- €# give advice and support to the development of new programs and other teaching initiatives
- €# nurture links with the educational community with a view to enhancing Monash Faculty of Education's reputation in teaching excellence
- €# pursue and monitor progress towards greater coordination and coherence of the Faculty's teaching programs.

Term of Office

Associate Dean (Teaching) will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN (RESEARCH)

With delegated authority from the Dean, the Associate Dean (Research) is responsible for the coordination of research activity within the Faculty. The work of the Associate Dean (Research) is supported by the Director of Research Degrees.

Main Responsibilities

- €# work with the Dean, other Associate Deans and the Research Committee to develop the Faculty's Strategic and Operational Plans and other policies in relation to research, and with the Research Committee to implement these policies
- €# promote and sustain a culture of research activity and productivity within the Faculty, supporting staff in pursuing scholarship and in obtaining research grants
- €# represent the Faculty on university-wide committees dealing with research matters, including Committee of the Associate Deans of Research, and to undertake Faculty based tasks emanating from CADRes
- €# chair the Research Committee of the Faculty and, in collaboration with the Faculty Manager, oversee the operation of the Faculty Research Office
- €# nurture links with the educational community with a view to enhancing Monash Faculty of Education's reputation in research excellence, and foster closer relations between research, scholarship and professional practice
- €# foster collaborative activity in research and scholarship, including international collaboration, and collaboration with disciplines outside Education.
- €# through the Faculty Research office, be responsible for the processing of applications for research grants and ethical clearance
- €# work with the Director of Research Degrees and the Faculty Research Degree Office in attracting and supporting research students
- €# assign portfolios to members of the Research Committee to undertake an regular reviews of:
 - the EdD program
 - the HDR Masters programs
 - the B Ed Honours programin consultation with the staff who teach and supervise in each program, students and other stakeholders
- €# establish portfolios and ad hoc working groups to advise on, or manage, specific tasks relating to the faculty's research and research induction including to:
 - recommend on Monash Research Fund applications and ARC Small Grants
 - recommend on entry into Research Degree programs and the award of scholarships
 - recommend on Postgraduate Travel grants
 - develop, implement or review particular Faculty policies
 - implement specific aspects of the Faculty's Operational Plan

Term of Office

The Associate Dean (Research) will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN (STAFF)

With delegated authority from the Dean, the Associate Dean (Teaching) is responsible for the coordination and management of academic staff activities within the Faculty. The work of the Associate Dean (Staff) is supported by the Associate Dean (Gippsland) and the Campus Coordinators at Clayton and Peninsula.

Main Responsibilities

- €# work with the Dean, other Associate Deans and the Staff Committee to develop the Faculty's Strategic and Operational Plans and other policies in relation to staff, and with the Staff Committee to implement these policies
- €# work towards the development of a collaborative and productive work environment promoting staff welfare, professional development and career development
- €# oversee the Performance Management System in the Faculty, coordinating and developing the performance management expertise of Supervisors
- €# oversee the equitable distribution of teaching within the Faculty and manage it for the Clayton and Peninsula campuses
- €# work with the Dean to determine academic staff positions at the Clayton and Peninsula campuses and oversee processes of recruitment and appointment of academic staff
- €# chair the Staff Committee of the Faculty and oversee the operation of the Faculty Staff Office
- €# establish portfolios and ad hoc working groups to advise on, or manage, specific tasks relating to academic staff and recommend to the Staff Committee. Purposes may include to:
 - review and revise the Faculty's teaching load policy and formula
 - develop, implement or review Faculty policies relating to academic staff
 - implement relevant aspects of the Faculty's Operational Plan
 - review academic staff applications for conference travel funds
 - review academic staff applications for professional development funding
- €# consult with the Faculty Manager regarding the agenda of the Staff Committee which relate particularly to general staff and on the establishment of portfolios and ad hoc working groups to advise on, or manage, specific tasks relating to general staff, for example, applications for professional development funding
- €# consult with the Associate Deans Teaching, Research and Development about the implications for staff of emerging developments within the faculty
- €# receive leave requests from academic staff of the Clayton and Peninsula campuses and recommend to the Dean their approval or refusal

Term of Office

The Associate Dean (Staff) will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN (DEVELOPMENT)

The position of the Associate Dean (Development) has the delegated authority from the Dean to consolidate, coordinate and extend the Faculty's development activities. It is a developmental role, with responsibility for coordinating income generating initiatives and 'internationalising' the activities of the Faculty.

Main Responsibilities

- €# work with the Dean, other Associate Deans, Faculty Manager and the Development Committee to develop the Faculty's Strategic and Operational Plans and other policies in relation to faculty development, and with the Development Committee to implement these policies
- €# represent the Faculty on the various university committees and groups dealing with international matters, and monitor policy developments on internationalisation
- €# coordinate the collection and distribution to members of the faculty of information about income generating and other opportunities locally, nationally and internationally
- €# form and work with teams both within and beyond the faculty in preparing consultancy applications, submitting tenders and negotiating consultancies
- €# cultivate links with the potential to form partnerships for the delivery of the Faculty's expertise to client groups
- €# coordinate activities designed to promote the Monash Faculty of Education internationally by cultivating formal and informal links with faculties and ministries of education abroad
- €# chair the Development Committee of the Faculty and, in collaboration with the Faculty Manager, oversee the operation of the Faculty's Development Office and International Office
- €# establish portfolios or working groups to advise on, or manage, specific tasks including to:
 - submit tenders
 - develop and vet proposals for specific new initiatives
 - develop partnerships and business arrangements
- €# consult with the Associate Deans (Teaching, Staff, Research) and Faculty Manager about developments for fee based award courses , professional development and Faculty tenders
- €# help recruit individual and cohort based local fee paying and international students

Term of Office

The Associate Dean (Development) will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES ASSOCIATE DEAN (GIPPSLAND)

The Associate Dean (Gippsland) has the delegated authority of the Dean to coordinate and manage academic staff activities within the Faculty at the Gippsland campus and to manage the maintenance and development of a supportive and productive environment for teaching, learning, research and administration at the campus. She or he also represents the interests of the Faculty at the campus and in the local community.

Main Responsibilities

- ≠# work with the Dean and other Associate Deans to develop the Faculty's Strategic and Operational Plans and other policies in relation to the Gippsland campus
- ≠# represent the interests of the Faculty at both the campus and the region and assist and advise the Pro Vice Chancellor (Gippsland) as needed
- ≠# work towards the development of a collaborative and productive work environment on the Gippsland campus promoting staff welfare, professional development and career development
- ≠# undertake the Performance Management of Gippsland based members of the Faculty
- ≠# manage the equitable distribution of teaching for the Gippsland campus campuses, consistent with Faculty wide policy and loads
- ≠# work with the Dean and Associate Dean (Staff) to determine academic staff positions at the Gippsland campus and liaise with the Faculty Staff Office regarding the recruitment and appointment of academic staff
- ≠# take responsibility for the induction of academic staff and for the overall welfare of staff on the Gippsland campus
- ≠# chair campus based staff meetings and advise the Dean, other Associate Deans and the Executive of campus matters and concerns
- ≠# oversee the allocation of teaching and other work/office spaces and the scheduling of teaching times and spaces
- ≠# oversee the management of the physical facilities, equipment and other resources of the Faculty at the Gippsland campus
- ≠# manage campus specific budget allocated by the Dean
- ≠# advise and work with the Associate Deans (Teaching, Research, Development) to support effective delivery of teaching , research and development initiatives at the Gippsland campus
- ≠# oversee student welfare and develop and maintain structures to ensure health and safety

Term of Office

The Associate Dean (Gippsland) will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES DIRECTOR OF PRE-SERVICE PROGRAMS

The Director of Pre-Service Programs has the delegated authority from the Dean, through the Associate Dean (Teaching), to ensure effective coordination and teaching of the Faculty's pre-service program at each of its three campuses.

Main Responsibilities

- €# work with pre-service program coordinators at each of the three campuses to ensure effective planning and implementation of pre-service programs

- €# over see and ensure the consistency of application of policies and programs within and across the three campuses including
 - application of the Faculty Assessment Policy
 - teaching time allocations for units taught across more than one campus
 - teaching time allocations for units of similar points value and level
 - workload demands on students for units taught across more than one campus
 - workload demands on students for units of similar points value and level
 - selection and admission processes

- €# oversee the nature, mode and number of core and elective unit offerings within each of the undergraduate and pre-service program areas to ensure their continued suitability, quality and efficiency

- €# work with the chairs of the Undergraduate and Pre-service Management Sub-committee s at each of the three campuses and coordinate the implementation of their responsibilities

- €# provide policy advice to the Associate Dean (Teaching) and the Dean on matters relating to the Faculty's pre-service programs

- €# work with Associate Dean (Teaching) to ensure the internal and external approval of pre-service programs and subjects

- €# liaise with the Manager-Student Services to ensure the smooth implementation of major student service events such as enrolment and re enrolment s and facilitate appropriate involvement of academic staff

- €# liaise with the Faculty Manager on selection matters

- €# work with the Marketing Reference Group and the Marketing Manager to publicise undergraduate and pre-service programs.

Term of Office

The Director of Pre-Service Programs will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES DIRECTOR OF PROFESSIONAL AND POSTGRADUATE PROGRAMS

The Director of Professional and Postgraduate Programs has the delegated authority from the Dean, through the Associate Dean (Teaching), to ensure the effective coordination and teaching of the Faculty's professional and postgraduate program at each of its three campuses.

Main Responsibilities

- €# work with professional and postgraduate program and pathways coordinators to ensure effective planning and implementation of postgraduate programs
- €# oversee and ensure the consistency of application of policies and programs within and across the three campuses including
 - application of the Faculty Assessment Policy
 - teaching time allocations for units taught across more than one campus
 - teaching time allocations for units of similar points value and level
 - workload demands on students for units taught across more than one campus
 - workload demands on students for units of similar points value and level
 - selection and admission processes
- €# oversee the nature, mode and number of core and elective unit offerings within each of the postgraduate program areas to ensure their continued suitability, quality and efficiency
- €# chair the Professional and Postgraduate Course Management Sub-committee and coordinate the implementation of its responsibilities
- €# provide policy advice to Associate Dean (Teaching) and the Dean on matters relating to the Faculty's professional and postgraduate coursework programs
- €# work with Associate Dean (Teaching) to ensure the internal and external approval of professional and postgraduate programs and subjects
- €# liaise with the Manager-Student Services to ensure the smooth implementation of major student service events such as enrolment and re enrolment s and facilitate appropriate involvement of academic staff
- €# liaise with the Faculty Manager on selection matters
- €# work with the Marketing Reference Group and the Marketing Manager to publicise professional and postgraduate programs
- €# work with the Associate Dean (Development) to ensure effective articulation between professional and postgraduate programs and non DETYA based income-generating teaching activities of the Faculty

Term of Office

The Director of Professional and Postgraduate Programs will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES DIRECTOR OF RESEARCH DEGREES

The Director of Research Degrees has the delegated authority from the Dean, through the Associate Dean (Research), to ensure the effective management of research degree programs and students. In carrying out this duty, the Director of Research Degrees is expected to work closely with both the Associate Dean (Research) and Associate Dean (Teaching).

Main Responsibilities

- €# represent the Faculty on the University's PhD and Scholarships Committee
- €# work with Associate Dean (Research) to develop and maintain a culture of support to research degrees students
- €# provide policy advice to Associate Dean (Teaching), Associate Dean (Research) and the Dean on matters relating to management of research degrees programs and students
- €# to deputise for Associate Dean (Research) and be Deputy Chair for the Faculty's Research Committee
- €# work with Associate Dean (Teaching) and Associate Dean (Research) to ensure the internal and external approval of research degrees programs and subjects
- €# liaise with the Faculty Manager on HDR matters
- €# work with the Marketing Reference Group and the Marketing Manager to publicise research degrees
- €# establish portfolios and ad hoc working groups to advise on, or manage, specific tasks relating to the faculty's research and research induction including to:
 - recommend on Monash Research Fund applications and ARC Small Grants
 - recommend on entry into Research Degree programs and the award of scholarships

Term of Office

The Director of Research Degrees will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES CAMPUS COORDINATORS

The Campus Coordinators at the Clayton and Peninsula campuses have the delegated authority of the Dean to manage the maintenance and development of a supportive and productive environment for teaching, learning, research and administration at their campus. They also represent the interests of the Faculty at the campus and in the local community.

Main Responsibilities

- €# take responsibility for the induction of academic staff and for the overall welfare of staff on the campus
- €# chair campus based staff meetings and advise the Dean, Associate Deans and the Executive of campus matters and concerns
- €# oversee the allocation of work/office spaces on the campus
- €# oversee and manage the timetabling of teaching and allocation of spaces for campus based units
- €# oversee the management of the physical facilities, equipment and other resources of the Faculty at the campus
- €# manage campus specific budget allocated by the Dean
- €# advise and work with the Associate Deans (Teaching, Research, Development) to support effective delivery of teaching , research and development initiatives at the campus
- €# advise and work with the Associate Dean (Staff) and the Faculty Manager to manage academic and general staffing matters at the campus
- €# oversee student welfare and develop and maintain structures to ensure health and safety
- €# represent the interests of the Faculty at both the campus and the region and assist and advise campus directors in their developmental activities as and when considered appropriate.

Term of Office

Campus Coordinators will normally hold office for a period of two years.

Approved by Faculty Board at Meeting No. 4/01 – 21 September 2001

STATEMENT OF RESPONSIBILITIES COURSE COORDINATORS

Course Coordinators have delegated responsibility from the Dean for the effective management of degree programs and program specialisms at all levels of the Faculty. In carrying out their duties, coordinators are expected to work closely with level directors, the Associate Dean (Teaching) and Associate Dean (Staff) and the Faculty Manager

Main Responsibilities

- €# membership of campus-based course coordinators sub-committees and/or PPGC Committee as appropriate
- €# chair program reference group as appropriate
- €# consult with the Associate Dean Staff and Associate Dean Gippsland on staffing for the course and advise on replacement tutors as appropriate
- €# approve any cancellation or variations to class schedules and provide advice to Associate Dean Staff and Associate Dean Gippsland when staff request to be absent from their teaching commitments on the course
- €# consult with program teaching teams to prepare and distribute course books, timetable subjects and update program information
- €# work closely with the Faculty Marketing Manager to manage course publicity and advertising
- €# work closely with the Manager – Student Services to ensure the provision of accurate course advice to students
- €# work with the Administrative Officer – Teaching & Learning to check and update official course publications, including catalogues, Web and the distance education handbook
- €# work with the relevant Administrative Officer to finalise subject and course results, and advise on student progression, prior to meetings of the Board of Examiners
- €# monitor and manage student progress, credit and exemptions across campuses
- €# work with the relevant Administrative Officer to finalise student course completions prior to meetings of Faculty Board
- €# manage the distribution of Faculty Assessment Policy, Practicum Placement Guidelines and other relevant course and subject information to students enrolled in the program
- €# monitor program enrolment profiles
- €# participate in the new student selection process
- €# participate in the enrolment/re-enrolment process, and in particular vet student applications and make provision for rostered staff advice
- €# counsel and advise students as required and over see pastoral care of students

Term of Office

Course Coordinators will normally hold office for a period of two calendar years