

ACADEMIC DEAN ROLE DESCRIPTION

Approved by Academic Board: 27 Jul 2018
Revised by the Academic Board: 29 Sep 2026



1. Overview

Each College of the University is required to appoint an Academic Dean:

A College of the University must at all times have ... an officer designated for the University's purposes as the Academic Dean of the College, with responsibility for the College's academic operations, provided that a person may not be designated as both Principal and Academic Dean of the College except in a temporary capacity for a period of no more than six months. (University Regulation 4.5 (d))

As part of the collegiate governance of the University, a College's Academic Dean retains ultimate responsibility for oversight of learning and teaching at the College. This document provides a guide to those responsibilities, referenced to the relevant Academic Policies.

2. Role and Relationships

- i) The Academic Dean provides academic leadership at a College, has primary academic authority at a College in student matters from admission to graduation, and plays a leading role in academic quality assurance at the University.
- ii) The Academic Dean works collegially with academic staff at a College to foster educational innovation, ensure academic quality and promote awareness of policy and procedures.
- iii) The Academic Dean is a leading member (and often Chair) of the College's Academic Committee. In this capacity the Academic Dean provides a key point of connection between the College's Academic Committee and the committees and working groups of the wider University.
- iv) The Academic Dean of each College is a member of the University's Learning and Teaching Committee. (see Regulation 2: Academic Board).
- v) Academic Deans work closely with each other, and with the Chair of the Academic Board and the Dean of Learning and Teaching.
- vi) Academic Deans are frequently members of University-wide committees and working groups including Course Development Panels and Course Review Panels.
- vii) Academic Deans are expected to be accredited as Unit Reviewers in their respective academic discipline(s).

3. Responsibilities

- i) The Academic Dean plays a leading role across the academic life of a College including in relation to:
 - a) Quality assurance (including oversight of admissions and enrolments, provision of course advice and training of course advisors, accreditation of academic staff and such activities as review of unit rubrics for assessment and unit set-up in ARK, moderation of assessment, monitoring student unit evaluations and implementing changes in

response)

- b) Academic Integrity (often as the College's primary Integrity Officer with responsibility for College implementation of the University's policies in Academic Integrity and Sexual Assault and Sexual Harassment (SASH), including processes to ensure completion of integrity modules by students and faculty, investigation and reporting of breaches)
- c) Student Support (including development and review of Student Support Plans, as a point of contact for student pastoral concerns, in relation to Dean's Extensions, and dealing with student complaints)
- d) Faculty Support (including mentoring of new and casual academic staff, support in University systems (ARK, UMS, etc), academic problem solving, connecting staff to wider University conversations (surveys, webinars, Bulletins and Gazette), encouraging professional development in Scholarship of Teaching and Learning (SoTL)
- e) Unit Management System (including development, revision, approval of the college's unit records, audit and reporting of units when delivered, and related staff development)
- f) Curriculum Management and Development (including as Chair of the College Academic Committee with responsibility for unit development, timetabling, course accreditation and as a member of the University's Learning and Teaching Committee and associated working groups).

ii) Specific responsibilities are assigned to Academic Deans under these University Policies:

- a) Academic Integrity Policy / Procedure – ensuring implementing the policy, serving as a College Academic Integrity Officer, serving on misconduct panels and ensuring follow-up actions
- b) Academic Staff Policy – ensuring professional development of staff in Scholarship of Teaching and Learning
- c) Admissions Policy – oversight of admissions process at a College
- d) Appeals Policy – student appeals about assessment
- e) Assessment Policy / Procedure – supporting development of assessment tasks and publication of information about assessment in accordance with policy requirements; authorising Dean's Extensions; managing student appeals against results
- f) Support for Students Policy – ensuring student progress is monitored and that action is taken when a student is at risk of unsatisfactory progress; coordinating reasonable adjustments and Student Support Plans
- g) Credit Policy – applying to DLT for approval of credit for prior study
- h) Enrolment Policy – oversight of enrolments in courses and units at a College, including approvals to overload or take leave of absence
- i) Graduation Eligibility Policy – assessing the eligibility of students to graduate and confirming this with the Student Services Manager and the Dean of Learning and Teaching

- j) Moderation of Grades and Peer Review of Assessments Policy / Procedure – co-ordination of College-based procedures
- k) Student Learning Experience Survey Policy – receiving and responding to reports on student survey outcomes
- l) Unit Development and Review Policy / Procedure – managing unit design and approval processes–