

ACADEMIC DEAN ROLE DESCRIPTION

Approved by Academic Board: 27 July 2018



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 3.5 (d))

This document provides a guide to the role and responsibilities of the Academic Dean of a College of the University, referenced to relevant University Policies.

2. Role and Relationships

- 2.1 The Academic Dean provides academic leadership at a College, has significant authority in student matters from admission to graduation, and plays a leading role in academic quality assurance at the University.
- 2.2 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.
- 2.3 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 University's Academic Board.
- 2.4 The Academic Dean of each College is a member of the University's Academic Board (see Regulation 2: Academic Board).
- 2.5 Academic Deans work closely with each other and with the Chair of the Academic Board, and the Dean of Academic Programs.
- 2.6 Academic Deans are frequently members of Committees of the Academic Board or of working groups for particular tasks, such as Course Development Panels or Course Review Panels.

3. Responsibilities

- 3.1 Academic Deans play a leading role in academic quality assurance activities such as:
 - a) oversight of admissions and enrolments, including provision of course advice and training of course advisors
 - b) moderation of assessment
 - c) monitoring student unit evaluation outcomes
 - d) accreditation of academic staff
 - e) course modification
 - f) development, revision and approval of unit records.

- 3.2 Specific responsibilities are assigned to Academic Deans under these University Policies:
- a) Academic Integrity Policy
 - b) Admissions Policy – oversight of admissions process at a College
 - c) Appeals Policy – student appeals about assessment marks
 - d) Assessment Policy – supporting development of assessment tasks and publication of information about assessment in accordance with policy requirements; managing student appeals against results
 - e) Course Progress Policy – ensuring student progress is monitored and that action is taken when a student is at risk of unsatisfactory progress
 - f) Credit Policy – managing applications for approval of credit for prior study
 - g) Enrolment Policy – oversight of enrolments in courses and units at a College, including approvals of take an overload or leave of absence
 - h) Extensions and Special Consideration – authorising a Dean’s Extension
 - i) Graduation Eligibility Policy – assessing the eligibility of students to graduate and confirming this with the Director of Academic Services
 - j) Inclusion Policy – authorising a Student Support Plan for students with special needs
 - k) Student Unit Evaluation Policy – receiving and responding to reports on student unit evaluation outcomes
 - l) Unit Policy – managing unit approval processes, and the approval of Supervised Reading Units