

CHAIR OF EXAMINERS AND DEPUTY CHAIR OF EXAMINERS POSITION DESCRIPTION



Approved by Academic Board: 11 Nov 2016

Revised by Academic Board: 13 Apr 2018, 14 Sep 2018, 6 Nov 2020, 16 Feb 2024

Related documents

Regulation 2: Academic Board

Regulation 11: Awards, Courses and Units

Appeals Policy

Assessment Policy

Higher Degree by Research Policy

Minor Thesis Policy

1. Appointment

- 1.1 The Academic Board appoints a Chair of Examiners and at least three Deputy Chairs of Examiners to fulfil its responsibility under Regulation 2.6.3 “to appoint the Chair of Examiners and Deputy Chairs of Examiners and to establish position descriptions for these roles that ensure academic standards are consistently applied with the highest integrity in all examination processes at the University.”
- 1.2 The Chair and Deputy Chairs are appointed by the Academic Board on the recommendation of the School of Graduate Research Committee.
- 1.3 To be eligible for appointment as the Chair of Examiners a person:
 - a) must hold an academic appointment at the University at Level C, D or E
 - b) must have experience as an examiner of theses at University level
- 1.4 To be eligible for appointment as a Deputy Chair of Examiners a person:
 - a) must hold an academic appointment at the University at Level B, C, D or E
 - b) must have experience as an examiner of theses at University level
- 1.5 The Academic Board must specify the dates of commencement and conclusion of an appointment of the Chair or Deputy Chair, typically a period concluding on 31 December in the third year of appointment.
- 1.6 The following officers of the University are ineligible for appointment as Chair or Deputy Chair of Examiners:
 - a) The Chancellor
 - b) The Vice-Chancellor
 - c) The Chair of Academic Board

- d) The Dean of Research Strategy
- e) The Dean of the School of Graduate Research.

2. Chair of Examiners Responsibilities

2.1 The Chair of Examiners ensures that the examination of assessment and the provision of feedback to students is conducted competently and consistently across the University and in accordance with the academic standards established by the Academic Board.

2.2 The Chair of Examiners undertakes activities required by the University's Regulations and Policies including:

- a) adjudicating appeals relating to the results of examinations for coursework awards
- b) adjudicating disputes relation to requests for extensions or special consideration
- c) providing training and advice to Deputy Chairs of Examiners
- d) chairing moderation meetings of Deputy Chairs of Examiners in relation to the Minor Thesis
- e) overseeing the conduct of examinations of higher degrees by research and reporting the outcomes to the School of Graduate Research Committee
- f) preparing an annual report to the Academic Board on the conduct of examinations at the University.

2.3 Annual commitments usually include:

- a) Oversight of between 10 to 15 higher degree by research examinations
- b) Chairing two meetings of the Deputy Chairs of Examiners in relation to Minor Theses
- c) Attending an annual training and review meeting for the Chair and Deputy Chairs of Examiners
- d) Being available at peak times (March - June, August - November) to provide advice to Academic Deans in relation to examination disputes
- e) Being available to provide advice to the Chair of the Academic Board, Dean of the School of Graduate Research or senior staff in the Office of the Vice-Chancellor regarding the conduct of examinations.

3. Deputy Chair of Examiners Responsibilities

3.1 A Deputy Chair of Examiners supports the Chair of Examiners in ensuring that the examination of assessment and the provision of feedback to students is conducted competently and consistently across the University and in accordance with the academic standards established by the Academic Board.

3.2 A Deputy Chair of Examiners may be appointed by the Chair of the Academic Board as the Acting Chair of Examiners where the Chair of Examiners is unable to act owing to absence, illness, or conflict of interest.

- 3.3 The Deputy Chair of Examiners undertakes activities required by the University's Regulations and Policies including:
- a) approval of Minor Thesis topics
 - b) deciding examination outcomes for the Minor Thesis
 - c) attending moderation meetings of Deputy Chairs of Examiners in relation to the Minor Thesis
 - d) responding to requests for advice from the Chair of Examiners.

- 3.4 Annual commitments usually include:
- a) Review and approval of about 15 to 25 Minor Thesis proposals (March, August)
 - b) Review of examination reports and deciding results for about 15 to 25 Minor Theses (June, November)
 - c) Attending Minor Thesis moderation meetings (June, November)
 - d) Attending an annual training and review meeting for the Chair and Deputy Chairs of Examiners
 - e) Acting as Chair of Examiners on one occasion.

4. Resources

- 4.1 Remuneration is set by Schedule A to this Policy which may be amended by the Vice-Chancellor. The funds are usually provided to the home College or School of the Chair of Examiners to support release of that person from usual duties. Funds may be provided directly to the appointee or to an external employer by negotiation with the Vice-Chancellor.
- 4.2 The Chair and Deputy Chairs may claim travel and conference registration expenses in relation to duties undertaken on behalf of the University with prior approval of the Vice-Chancellor.
- 4.3 The Office of the Vice-Chancellor provides secretarial support to the Chair of Examiners through the School of Graduate Research or the University Secretary.
- 4.4 The Chair of Examiners is entitled to use of a University of Divinity email account.

SCHEDULE A: Remuneration

Approved by the Vice-Chancellor: 14 April 2018

Chair of Examiners	\$5,000 per year
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Deputy Chair of Examiners	\$3,000 per year
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