



THE UNIVERSITY OF
NOTRE DAME
A U S T R A L I A

POLICY:
TEACHING

Purpose:

Responsible Executive: Deputy Vice Chancellor, Academic
Responsible Office: Office of the Deputy Vice Chancellor, Academic
Contact Officer: Not known
Effective Date: Not known
Last edited: February 2019

1. The Dean, Associate Dean and Program Coordinator

The Deans and Associate Deans are responsible for overseeing the quality of teaching in the School and the courses to be taught in various programs. They are responsible for ensuring that academic staff members meet their contracted teaching loads. The Vice Chancellor, through delegation from the Board of Directors, and with the advice of the Academic Council and the Executive Council, approves the programs and courses to be offered. The Program Coordinator is responsible for the administration of a specific program. A Course Coordinator is responsible for the teaching, assessment and recording of individual courses. A standard teaching course has, unless otherwise approved by Academic Council, a minimum of 39 teaching hours spread over the 13 weeks of semester.

Deans and Associate Deans must continuously review courses and program structures to ensure that the curriculum is of high quality and relevance for student needs, and that it maximises the efficient use of resources.

Deans will ensure that senior staff members undertake some teaching responsibility in relation to first year undergraduate students.

2. Teaching Load Policy for Academic Staff

2.1 The University's teaching load policy for academic staff is established to define the required teaching commitments of academic staff. It sets out the standard semester courses per year required for full-time staff. The assumption is made that these courses will be taught by staff teaching minimum sized classes (see section 3 below).

2.1.1. Formal Contact Time

The standard teaching load for full-time academic staff is as follows:

Executive Deans and Deans:

Course Coordinator of three standard courses per year:

Average 5 lecture hours per week per semester

Associate Deans:

Course Coordinator of five standard courses per year:

Average 8 lecture hours per week per semester

Other full-time academic staff members:

Course Coordinator of eight standard semester courses per year:

Average 12 lecture hours per week per semester.

Teaching loads may be varied in special circumstances. Such variations must be recommended by the Dean and endorsed by the Deputy Vice Chancellor. Approval for such variations will be on a case-by-case basis, and will reflect such factors as class sizes, staff research activity, level of appointment, responsibility for practicum supervision and the 'original' vs. 'repeat' lecture mix. Where a course is cancelled because of insufficient enrolments, the academic staff member concerned must 'compensate' fully in the next semesters (or Summer/Winter Term). It is the responsibility of Deans to ensure that this happens. In general, a lecture hour is to be treated as the equivalent of two tutorial hours.

Sessional staff members have their teaching loads specified in contracts.

2.1.2 Individual Student Contact

Full time teaching staff will establish set times ("Office Hours") each week during which individual students will be free to discuss any aspect of their program. This contact time is to be advertised to students. Six hours per week, at times suitable to students, during the semester is

the normal minimum "Office Hours" provision.

2.1.3 Sessional Staff

Sessional teaching staff are asked to make time available, in conjunction with their teaching, for individual student contact. As a guideline, sessional staff should be available for students for at least fifteen minutes following each lecture.

3. Minimum Class Size

If the initial group for undergraduate courses is below fourteen in number, the course may be cancelled. At postgraduate levels, the minimum size is normally ten students. If it is considered necessary to offer the course, even though numbers are below the base level, then this may be covered by Directed Individual Study or through 'grouped' classes. This must accord with the guidelines and procedures for such courses. Tutorials will normally be limited to 18-20 students.

4. Punctuality and Attendance

4.1 Teaching staff should be punctual to scheduled classes. Scheduled classes should start and finish on time.

4.2 Classes should not be cancelled unless extraordinary circumstances prevail. The Dean or Associate Dean should be notified on such an occasion. The lecturer must take all reasonable steps to make specific arrangements with students to make up the missed lecture time, and notify the Dean or Associate Dean of those arrangements.

5. Syllabus Statements and Course Assessments

5.1 Course Coordinators must provide students at the commencement of semester, with a clear and detailed written outline of the aims of the course, topics to be covered in lectures, tutorial topics and arrangements, specific requirements by way of papers, presentations and field work, attendance requirements, assessment procedures and text books.

5.2 Each course must be subject to assessment criteria which enable the Course Coordinator to determine satisfactorily the level of knowledge and skill acquired by the student and the degree of commitment made therein. The requirements for a course should be reasonable. Course Coordinators should discuss these with the Dean or Associate Dean before setting them. The requirements should be clearly set out for students and should be discussed with them in class.

5.3 In accordance with the University's General Regulations, all undergraduate courses should contain provision for a final examination.

6. Library Resources

6.1 Course Coordinators should ensure that recommended references, including journals, electronic databases and other main resources for teaching and assignments, are available through the University library. The onus for this rests on the Course Coordinator who should complete an annual formal library 'audit' for each course. The Dean or Associate Dean should be consulted if there is any library problem. Appropriate notice must be given to the Librarian regarding resources requests.

7. Text Books and Notes

The Course Coordinator should set texts, ensure they are available (at reasonable price) on time, and teach to them. Text books should generally be placed in the library. Lecturer's notes, reference lists and assignment descriptions and requirements must be well presented and clear in their directions.

8. Course Hours

Students must be taught the full number of hours prescribed for a course. Normally this will be 26 hours of

lectures and 13 hours of tutorials for a standard semester long course.

9. Evaluation by Students

The Dean of a School is responsible for overseeing the administration of course evaluations at the end of each semester, using a standard evaluation form provided by the Quality Management Office (Fremantle) & Office of Quality Management & Research (Sydney). The assessment will include an anonymous/confidential student evaluation of each course, covering its presentation, quality and other aspects. The evaluation questionnaire is returned under sealed cover to the Quality Management Office immediately after being administered at the end of the semester.

The Manager, QMO (Fremantle) and OQM&R (Sydney) considers the evaluation and presents the forms to the Dean, Associate Dean and individual teaching staff member as soon as is possible after the Board of Examiners has made its final grading decisions.

The lecturer discusses the student responses with the Dean and Associate Dean and, if required, with the Provost and the Deputy Vice Chancellor.

Research students who are supervised by a member of the academic staff shall also be given the opportunity to provide an evaluation of the supervisor. This will normally occur at the end of each calendar year. Research Student Evaluations are administered through the Research Office (Fremantle) & Office of Quality Management & Research (Sydney)