

UNIVERSITY TEACHING AND LEARNING COMMITTEE CONSTITUTION

Commencement Date: 29 November 2013

1 Establishment

- 1.1 The University Teaching and Learning Committee (UTLC) was established by Resolution UAB 71/99 of the University Academic Board on 2 July 1999.
- 1.2 The Academic Board resolved on 28 October 2005 to rescind the Terms of Reference of the University Teaching and Learning Committee and to adopt in their place the Teaching and Learning Committee Constitution (Resolution AB 177/05). In so doing the Academic Board removed the word “University” from the name of the Committee.
- 1.3 At its meeting on 24 November 2006, the Academic Board resolved (Resolution AB 175/06) to approve the addition of the word “University” to the name of the Committee so that as of 1 January 2007, its title became once again the University Teaching and Learning Committee.
- 1.4 UTLC now continues as a standing committee of the Academic Board established under rule 5.1(1) of the *Academic Board Constitution*.

2 Functions and responsibilities

- 2.1 UTLC is responsible for assisting the Academic Board in performing its functions, with respect to teaching and learning, as described in the *Academic Board Constitution*.
- 2.2 UTLC assists the Academic Board in performing its functions by:
 - (1) providing advice and recommendations to the Academic Board on;
 - (a) University policies relating to Teaching and Learning;
 - (b) the University’s Teaching and Learning Plan*;
 - (c) progress in implementing the University’s Teaching and Learning Plan;
 - (d) the teaching and learning performance of schools and faculties in all locations at which the University operates;
 - (e) the establishment of teaching and learning priorities; and
 - (f) the teaching-research nexus;
 - (2) providing advice and recommendations to the Deputy Vice-Chancellor, Education on:
 - (a) enhancement of the University’s teaching and learning culture, and mechanisms that support the promotion of teaching performance and scholarship;
 - (b) teaching and learning infrastructure, including teaching and learning spaces, and library and information services; and
 - (c) the use of information and communications technology services to enhance student access and the quality of teaching and learning; and
 - (3) providing to the Academic Board an annual report on the University’s performance in teaching and learning.

* The Academic Board provides advice and recommendations to the Vice-Chancellor on the University’s Teaching and Learning Plan.

3 Membership

The membership of UTLC is to comprise:

- (1) the Deputy Vice-Chancellor, Education, *ex officio* (the Chair);
- (2) the Deputy Vice-Chancellor, Research and Development, or nominee, *ex officio*;
- (3) the Faculty Deans, Teaching and Learning, or their equivalents, *ex officio*;
- (4) one teaching-active academic staff member from each of the Faculties, elected by the Faculty Teaching and Learning Committee or equivalent;
- (5) the Associate Deputy Vice-Chancellor (Teaching and Learning), Curtin Teaching and Learning, or nominee, *ex officio*;
- (6) the Director, Assessment and Quality Learning, or nominee, *ex officio*;
- (7) the Director, Learning Engagement, or nominee, *ex officio*;
- (8) the Director, Learning Design, or nominee, *ex officio*;
- (9) Academic Registrar, or nominee, *ex officio*;
- (10) the University Librarian, or nominee, *ex officio*;
- (11) the President, Curtin Student Guild, or nominee, *ex officio*;
- (12) the President, Curtin University Postgraduate Student Association, or nominee, *ex officio*;
- (13) up to two persons who may or may not be members of the Academic Board, appointed by the Board after considering recommendations from the UTLC; and
- (14) the Chair, Academic Board, or nominee from among the members of the Academic Board, *ex officio*.

4 Deputies

- 4.1 The deputy of a member is to be a staff member (other than another member of the UTLC) nominated in writing by that member.
- 4.2 The member is to ensure that a copy of the nomination is given to the Chair at or before the UTLC meeting which the member is unable to attend.
- 4.3 Whenever a member is unable to attend a UTLC meeting, his or her deputy may:
 - (1) attend the meeting in place of the member; and
 - (2) exercise all the rights and privileges of the member .

5 Elections

- 5.1 The Vice-Chancellor is to appoint a person to be the Returning Officer for elections conducted under clause 3(4).
- 5.2 Elections are to be conducted in accordance with sound electoral practices and may be conducted electronically.

6 Terms of office

- 6.1 The term of office of the members of UTLC who are not *ex officio* members is to be for 2 years commencing on 1 April and concluding on 31 March.
- 6.2 A member who is not an *ex officio* member may serve consecutive terms provided that:
 - (1) he or she continues to hold the specified qualification for office; and
 - (2) he or she may serve for no more than 3 successive terms.

7 Casual vacancies in elected positions

- 7.1 For the purposes of this Constitution, a 'casual vacancy' occurs where an elected member:
- (1) resigns, retires or becomes ineligible to remain in the position; or
 - (2) is absent without leave for 3 consecutive UTLC meetings.
- 7.2 If a casual vacancy occurs less than 6 months before the conclusion of what would otherwise have been the term of office, UTLC may either:
- (1) recommend to the Academic Board that a person nominated by UTLC be appointed to the position; or
 - (2) take no action to enable the position to be filled.
- 7.3 If the vacancy occurs more than 6 months before the conclusion of what would otherwise have been the term of office (the 'Unexpired Term'), an election for the vacant position is to be held and the successful candidate is to fill the position for the Unexpired Term.

8 Chairing of a meeting in absence of chair

- 8.1 Where sufficient advance notice is given of the intended absence of the Chair at a scheduled meeting of UTLC, the Chair is to appoint one of the members of UTLC to chair the meeting.
- 8.2 If an appointment is not made by the Chair under clause 8.1, UTLC is to elect one of its members who is present to chair the meeting.

9 Quorum

The quorum for UTLC meetings is to be not less than one half of the total number of members excluding:

- (1) any vacancy in the membership of the UTLC; and
- (2) any member who has an approved leave of absence and in respect of whom a deputy has not been nominated.

10 Officers in attendance and attendance of observers

- 10.1 The Executive Officer, Office of the Deputy Vice-Chancellor, Education is to be the Executive Officer for the Committee and is to have the right to be present and participate (but not vote) at all meetings of UTLC.
- 10.2 UTLC may invite any other officer of the University, or any other person, to attend for specific items of a meeting or to attend specified meetings, to assist UTLC in its deliberations.
- 10.3 UTLC may permit the attendance of observers, whether from within the University or from external organisations, at any of its meetings.
- 10.4 Unless the Chair determines otherwise, an observer does not have the right to participate or vote in a meeting of UTLC.

11 Establishment of working parties or sub-groups

11.1 UTLC may establish working parties or sub-groups to undertake particular tasks in relation to a nominated function or activity. The composition of a working party may include persons other than members of UTLC, and may include persons who are external to the University.

11.2 The role of a working party or a sub-group is advisory.

12 Meeting schedule

UTLC meet at least 4 times in each calendar year.

13 Reporting

13.1 UTLC is to report to the Academic Board on its activities at such times as the Academic Board directs.

13.2 At the beginning of each calendar year, UTLC is to submit to the Academic Board an annual report in respect of its activities in the preceding 12 months. The annual report is to include:

- (1) a summary of the principal issues addressed by the UTLC in the period under review;
- (2) an assessment of the effectiveness of UTLC in performing its functions and fulfilling its responsibilities in the period under review;
- (3) advice as to whether UTLC should continue to operate in its current form and with its current functions and responsibilities; and
- (4) advice and recommendations regarding the operation of UTLC and the provisions of the UTLC Constitution.

14 Servicing

14.1 The Director, Secretariat and Council Secretary is to arrange for secretarial and administrative support for UTLC.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee / Board	Resolution Number	Document Reference
	Approved	2 July 1999	UAB	UAB 71/99	UAB 49/99
	Rescinded	28 October 2005	Academic Board	AB 177/05 (iii) (f)	01286/05
NEW	Approved	28 October 2005	Academic Board	AB 177/05 (ii) (e)	01280/05
Amended	Approved	25 November 2005	Academic Board	AB 206/05	01437/05
Amended	Approved	24 November 2006	Academic Board	AB 175/06	
Administrative Amendments	Noted	29 February 2008	Academic Board	AB 25/08	00037/08
	Approved	25 February 2011	Academic Board	AB 6/11	Replacement Attachment 1 to 00152/11
Amended	Approved	29 November 2013	Academic Board	AB 208/13	01273/13

Effective : 29 November 2013