

## Faculty Assessment Board Charter

### Establishment

1. The Faculty Assessment Board is governance committee established by the Academic Board under the [Academic Board Rules 2011 on 5 May 2008 \(Meeting No. 08/S2\)](#). Each Faculty shall have a Faculty Assessment Board. The Faculty Assessment Board is a sub-committee of the Faculty Board

### Purpose

2. The Faculty Assessment Board works within the University's regulations, policies, procedures and guidelines to provide quality assurance for the evaluation and approval of final grades and other assessment activities of coursework courses within the Faculty.

### Authority

3. The Faculty Assessment Board is authorised to perform activities within the scope of responsibilities set out in this Charter and to make appropriate recommendations to the Faculty Board, Academic Quality and Standards Committee and the Academic Board (via the Faculty Board or Academic Quality and Standards Committee).
4. The Academic Board authorises the Faculty Assessment Board, within the scope of its role and responsibilities, to:
  - a. establish working groups to assist the Faculty Assessment Board in the exercise of its duties (the Faculty Board are to be notified when a working group is established);
  - b. request the attendance of any UC employee or officer of a controlled entity at Faculty Assessment Board meetings;
  - c. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information); and
  - d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.

### Terms of Reference

5. The primary responsibilities of a Faculty Assessment Board is to:
  - a. quality assure the assessment process for undergraduate and postgraduate coursework courses, ensuring that anomalies in unit pass and fail rates are addressed;
  - b. ensure assessment, moderation, and grade allocation are undertaken in a timely fashion;
  - c. approve final grades and authorise the release of final grades;
  - d. prepare annual quality assurance reports on relevant grade distribution summaries including:
    - i. student progression and achievement,
    - ii. performance at the unit and course level,
    - iii. reviewing the effectiveness of assessment practice within the Faculty; and
  - e. review the quality of assessment tasks;
  - f. advise on matters referred to it by the Faculty Board, Curriculum Committee, Academic Quality and Standards Committee or the Academic Board.

## Membership

6. The Faculty Assessment Board shall comprise the following members:
  - a. Associate Dean (Education) of the Faculty, who will act as Chair;
  - b. Executive Dean of the Faculty;
  - c. Heads of Schools, or equivalent;
  - d. Directors of Institutes or Centres conducting non-research award courses; and
  - e. Faculty Education Officer (or equivalent).
7. Membership is by virtue of the positions listed under clause 6 and a representative may not attend in the place of a standing member.
8. The Faculty Assessment Board may temporarily co-opt other members of the University staff to meet a specific purpose.
9. Course convenors (or equivalent) will be invited to all Faculty Assessment Board meetings considering unit grades within their courses.

## Role and Responsibilities of Members

10. Members of the Faculty Assessment Board are expected to understand and observe the legal requirements of the [University of Canberra Act 1989](#), and the University Statutes, Rules and Policies.
11. Members are also expected to:
  - a. act in the best interests of the University;
  - b. contribute sufficient time to review and understand the data provided; and
  - c. apply analytical skills, objectivity and good judgment.

## Reporting

12. The Faculty Assessment Board will submit a summary report to the next meeting of the Faculty Board and then the Academic Quality and Standards Committee.
13. The Faculty Assessment Board will submit the minutes of each meeting to the following Faculty Board meeting.
14. The Faculty Assessment Board will submit an annual report to the Faculty Board on its operation and activities, including:
  - a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
  - b. an improvement plan, where needed, and feedback on progress with previous improvement plans;
  - c. details of any outstanding business; and
  - d. details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended.

15. The Academic Board Academic Quality and Standards Committee or Faculty Board may request additional reports on the business of the Faculty Assessment Board as it deems necessary.
16. The Faculty Assessment Board may report to the Academic Board, through the Academic Quality and Standards Committee or Faculty Board, on any matter it deems of sufficient importance to do so.

## **Administration**

### **Meetings**

17. The Faculty Assessment Board will meet at the end of each semester and at other times as required to dispose of routine matters and to consider results for units delivered in non-semester-based modes.
18. The Chair may cancel or reschedule a meeting if there is not sufficient business to warrant a meeting being held.
19. The Chair is required to call a meeting if asked to do so by the Academic Board, Faculty Board or the Vice-Chancellor and may determine whether a meeting is required if requested by another Faculty Assessment Board member.
20. A Faculty Assessment Board Annual Plan, including meeting dates and key agenda items, will be agreed by the Faculty Assessment Board each year. The Annual Plan will cover all responsibilities as detailed in this Charter.
21. Papers are to be submitted to the Faculty Assessment Board prior to the agenda close date.
22. Papers may only be accepted after the agenda close date with the approval of the Chair.

### **Quorum and Attendance**

23. A quorum consists of a majority of the people for the time being holding office as members of the Committee.

### **Decisions**

24. Decisions will be determined by vote or by a majority consensus, at the discretion of the Chair. A quorum must be present in order for a decision or endorsement to be made.
25. Where a vote is required, a decision of the Committee is considered valid if a majority of the members present agree to the proposed recommendation.
26. Circulating resolutions require support from 2/3 of the Faculty Board membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.
27. Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

### **Assessment and Review**

28. The Faculty Assessment Board will assess its performance annually with respect to the Faculty Assessment Board's purpose and functions.
29. The Academic Board will review the Faculty Assessment Board Charter on a biennial basis.