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Document URL	http://policies.griffith.edu.au/pdf/Position Statement - Deputy Chair Academic Committee.pdf
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Description	This position statement describes the role and responsibilities of the Deputy Chair, Academic Committee.

Related documents

[Structure and Governance of Academic Groups of the University](#)

[Appointment of Academic Managers](#)

[Performance Management of Academic Managers Policy and Procedures](#)

[\[Role\]](#) [\[Responsibilities\]](#)

1. ROLE

The Deputy Chair, Academic Committee, plays an important role in the planning, approval, quality assurance and quality enhancement of academic programs, by:

- Overseeing program approvals as Chair of Programs Committee;
- Supporting the Deputy Vice Chancellor (Academic) in the development and implementation of a quality assurance and quality enhancement framework for academic programs; and
- Overseeing quality assurance of the University's offshore programs.

The Deputy Chair, Academic Committee is the point of liaison between the University and Queensland Institute of Business and Technology (QIBT) and Open Universities Australia, and represents the University at meetings of Chairs of Academic Boards or equivalent.

The position reports to the Deputy Vice Chancellor (Academic). The position is open to academic staff at Level D or E. An appointment will be made by the Deputy Vice Chancellor (Academic) for a two-year term following an internal call for expressions of interest.

2. RESPONSIBILITIES

- Chair Programs Committee and, in that capacity, oversee program approvals, including approval of offshore programs and proposals for new foundation and pathway programs.
- The Deputy Chair, Academic Committee will be an ex officio member of Academic Committee, Learning and Teaching Committee and Internationalisation Advisory Committee, and may be asked to chair significant University committees related to the work of Academic Committee.
- Chair Academic Committee in the Chair's absence.
- Monitor University program approval policies and practices and advise the Deputy Vice Chancellor (Academic) on the University's quality assurance processes for academic programs through program evaluation and review, and on possible changes to relevant University policy and processes.

- Oversee quality assurance of offshore programs, including through regular audits, and keep the University's quality assurance processes for offshore teaching delivery under review.
- Represent the University at local or national meetings of Chairs of Academic Boards or equivalent.
- Represent the University on the QIBT Academic Board and, in that capacity, monitor the quality of existing QIBT programs that articulate into, or qualify students for admission to, Griffith, and advise on any relevant University policies and processes. This will include ensuring proper moderation of the QIBT Foundation, Diploma and Postgraduate Qualifying programs.
- Represent the University on the Academic Programs Committee of Open Universities Australia, and develop and monitor the quality assurance framework for Griffith's OUA programs.
- The Deputy Chair, Academic Committee reports to the Deputy Vice Chancellor (Academic).
- Other duties as directed/assigned by the Deputy Vice Chancellor (Academic).