



Curtin Academy

Terms of Reference

The Curtin Academy is an active, honorary network of exceptional Curtin staff, passionate about and committed to the collaboration and dissemination of teaching excellence.

1. Role/Purpose

The role of the Curtin Academy is to celebrate, foster and promote teaching excellence at the University, nationally and internationally.

2. Roles and Responsibilities

The Curtin Academy will:

- 2.1 Foster innovation, development and enhancement of teaching excellence;
- 2.2 Promote and encourage a culture of teaching excellence;
- 2.3 Create an independent, learned voice to advocate on behalf of learning and teaching;
- 2.4 Provide strategic leadership and advice in learning and teaching;
- 2.5 Provide advice to the University in relation to scholarly teaching and/or the scholarship of teaching¹;
- 2.6 Create opportunities for teachers to interact regarding the scholarship¹ and experience of learning and teaching; and
- 2.7 Inform and support Curtin's learning and teaching strategic priorities. The

Curtin Academy will be accountable for:

- i) Liaising with the Curtin Learning Institute regarding proposed professional development initiatives and programs.

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¹ The Scholarship of Learning and Teaching for Curtin is systematic inquiry, critique, research and development in learning, teaching and the broader educational context which advances and publicly provides educational benefit to students, staff and the higher education sector.

- ii) In collaboration with the Curtin Learning and Teaching, induct new Fellows on an annual basis. Note: An independent selection panel, chaired by the DVC Academic, will assess nominations.
- iii) Implementation of initiatives and strategies to support the aim and role of the Curtin Academy.

3. Fellowship Conditions

Curtin recognises the Curtin Academy Fellows as the University's exceptional learning and teaching leaders. Fellows form part of a network of like-minded colleagues building a culture of teaching excellence. The Fellowship provides opportunities for recipients to enhance their leadership in learning and teaching and to share their teaching expertise and pedagogical excellence with colleagues. Upon being inducted as a Curtin Academy Fellow recipients will:

- 3.1 Be entitled to be called a Curtin Academy Fellow;
- 3.2 Demonstrate commitment to the Curtin Academy assisting in achieving its aims and role;
- 3.3 Actively contribute to the Curtin Academy; and
- 3.4 Be a Curtin Academy Fellow for a renewable 3 year period subject to employment at Curtin.

Curtin Academy Executive

4. Term of Office

- 4.1 The Curtin Academy Executive is elected by the Curtin Academy Fellows. The Curtin Academy Executive will have the responsibility of leading the Curtin Academy according to the Terms of Reference.
- 4.2 The term of office for the Curtin Academy Executive, who are not *ex officio*, is to be for two years commencing 1 March. A member may serve consecutive terms but no more than three successive terms.

5. Membership

The membership of the Curtin Academy Executive will comprise the following:

- 3.1 Current Chair and Incoming Chair (appointed by the Curtin Academy Executive). This will facilitate an incoming and outgoing chair across the two year office period for consistency and continuity of leadership;
- 3.2 Six Curtin Academy Fellows including the Chair, and Incoming Chair, elected through an approved selection process;
- 3.3 Executive Officer.

6. Decisions and Voting Rights

- 6.1 Members, including the Chair, will have voting rights for matters contained within this Terms of Reference Roles and Responsibilities. Decisions will be made by consensus, if in the event of any unresolved decision; the decision of the Chair will be final.
- 6.2 The Chair, by agreement with members of the Curtin Academy Executive, may co-opt individuals for specific tasks as required. These members will hold an observer status.

7. Meetings

- 7.1 Meetings shall be convened quarterly or as determined by the Chair.
- 7.2 A meeting quorum will be one half of members.
- 7.3 Any recommendations for approval which fall outside of this Terms of Reference shall be referred to the Deputy Vice-Chancellor, Academic for consideration.

8. Reporting

- 8.1 The Curtin Academy shall provide annual reports on activities to the University Learning and Teaching Committee via the Deputy Vice-Chancellor, Academic as determined by the Curtin Academy Executive.

9. Terms of Reference Amendment, Variation and Review

- 9.1 This Terms of Reference may be amended, varied or modified after consultation with the Curtin Academy Executive members and approval by the Deputy Vice-Chancellor, Academic.
- 9.2 This Terms of Reference will be reviewed annually by the Curtin Academy Executive.

REVISION HISTORY:

Revision Ref. No.	Approved/ Rescinded	Date	Committee/ Board	Resolution Number	Document Reference
Established	Approved	14 June 2014	Planning and Management Committee	PMC 47/14	Appendix 1 to Attachment A
Revised	Approved	22 November 2016	Planning and Management Committee	PMC 121/16	Attachment B