

**Faculty Learning, Teaching and Assessment Committee**

**Terms of Reference**

1. **Aim and Rationale**

This proposal is for each faculty to establish a single Faculty Learning, Teaching and Assessment Committee (FLTAC), where one is not in place. This is in a bid to providing an institutionally consistent approach to ensuring clarity of communication and alignment of initiatives and supports in learning, teaching and assessment between faculties, CTL and the ULTAC. Currently there is a variation in how learning and teaching committees operate in each faculty. Therefore, where School/Dept level Learning, Teaching and Assessment Committees are in place, it is recommended that these are dissolved and if deemed appropriate, the Chair of each committee nominated to participate at the Faculty level committee.

1. **Remit**
2. The Faculty Learning, Teaching and Assessment Committee is responsible for the implementation of theUniversity’s Learning, Teaching and Assessment strategy within the faculty.
3. It provides a forum to facilitate the development, monitoring and review of teaching and learning delivery model, approach and supports for the faculty.
4. To promote quality and innovation in learning, teaching and assessment in the learning environment and through student partnership.
5. To engage with external stakeholders in relation to accreditation requirements around learning, teaching and assessment.
6. To engage and collaborate with CTL on all areas where support or development is identified, for both staff and students, in terms of enhancing the learning experience.
7. To promote a culture of teaching and learning scholarship.
8. **Membership**

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| **Role** |
| Dean or nominee (Chair) |
| Head of school or nominee (per school/department) |
| ADAA |
| Faculty Learning Technologist |
| Head CTL or nominee |
| Faculty Librarian |
| Faculty ITD Business Partner  |
| Student Life Academic (sabbatical officer) |
| PSU President or nominee (sabbatical officer) |
| Course Director representative from UG and PG programmes |
| Additional members to be co-opted by committee, as appropriate |

1. **Responsibilities and Expectations of Committee Members**

All members of the Committee are expected to:

* Attend regularly and participate fully in the work of the Committee and Working Groups. This will involve looking ahead and consulting/gathering input to provide the broad spectrum of thoughts and opinions which are necessary for proper consideration of the area being discussed.
* Commit to communicating the work of the Committee to the faculty community.

**5. Frequency of meetings**

The committee will meet a minimum of 4 times per year.