

ADELAIDE COLLEGE OF DIVINITY INC
ACD Campus Internal Communication

Preamble

The Adelaide College of Divinity Campus is the site of number of entities whose goal is to work together to deliver high quality theological education. To achieve that goal efficiently, effective means of communication between the ACD and its students, staff and faculty are essential.

Legislation/Standards

AQTF Standards for Registered Training Organisations
Guidelines for Higher Education Recognition

Delegations

The ACD Board has delegated to the ACD Executive Officer the responsibility for ensuring that there is efficient and effective communication of ACD/ATCC policies and procedures between the entities on the ACD Campus. The ACD Board has delegated to ACD college principals the responsibility for ensuring the efficient and effective communication procedures within their colleges.

Approvals

This document was approved by the ACD Board/ACD President on 21 December 2004 and amended 16 January 2007.

Associated Documents

ACD Campus Orientation Manual
ACD Handbooks

Provisions

1. This policy applies to all ACD and ATCC policy or procedures documents, information manuals, notices or other forms of information that require circulation.
2. All students enrolling for the first time in a course of study offered on the ACD Campus will be invited to an orientation session at which faculty and staff will introduce them to:
 - The ACD, Flinders School of Theology and the ACD Campus
 - ACD colleges
 - Campus Faculty and staff
 - Student related policies and procedures
 - Using the Library
 - Timetables
 - Safety and security issues
3. All newly appointed staff and Faculty will attend an orientation session at which a briefing on the following will be provided:
 - The ACD, Flinders School of Theology and the ACD Campus
 - The ACD colleges
 - Campus Faculty and staff
 - ACD and ATCC policies and procedures
 - Safety and security issues

4. ACD Version Control Procedures will be followed by the ACD and the ATCC. ACD colleges will provide the ACD Executive Officer with evidence of appropriate version control procedures.
5. The *ACD Orientation Manual* will be published annually containing up to date information for students, staff and faculty and relevant policy and procedures documents.
6. The *ACD Orientation Manual* will be given to all students enrolling for the first time and to all new staff or faculty. The Manual will be available from the ACD Office and ACD college offices. College offices and the ACD office will hold a loose-leaf version of the Manual so that revised documents may be added.
7. The *ACD Handbooks* and student related policies and procedures contained in the *ACD Orientation Manual* will be published on the ACD website.
8. All revised ACD and ACD documents will be circulated to ACD college offices and the Library. College staff and the Librarian will ensure that they discard out of date documents and replace them with the revised versions.
9. Urgent notices will be circulated via:
 - Notices to students in lectures
 - Faculty and staff e-mail network
 - Notice boards in the ACD office, the Library, and Student/Staff Common Rooms.
 - ACD website