

DUTIES OF STAFF TEACHING IN HIGHER EDUCATION COURSES

Preamble

The ACD as a registered provider of Higher Education courses must comply with standards set under relevant State and Commonwealth legislation. Therefore all persons employed to teach in ACD Higher Education courses must abide by the Higher Education Standards set in accordance with the relevant legislation.

Legislation/Standards

Higher Education Support Act 2003

Tertiary Education Quality and Standards Agency Act 2011

Higher Education Standards Framework

Approvals

This document was approved by the ACD/ Chair, ACD Council 21 July 2016.

Delegations

The ACD Council has delegated to the ACD Executive Officer responsibility for ensuring that all faculty teaching in ACD Higher Education courses complete an ACD Duty Statement. ACD Duty Statements will be held in the ACD Office.

Duties of teaching staff

Staff teaching in ACD Higher Education units will:

1. Be responsible to the ACD college employing them in relation to the nature of their teaching duties;
2. Familiarize themselves with:
 - (a) the Higher Education Standards; and
 - (b) the *ACD Handbook* and website;
3. Abide by ACD policies and procedures;
4. Hold the minimum academic qualification/s specified in the Higher Education Standards;
5. Ensure that their curriculum vitae held by the ACD office is up to date;
6. Undertake professional development as required by their college or by the ACD;
7. Submit all unit proposals to the relevant Committee in the standard format for consideration. No unit may be taught as part of the ACD BMin MMin or DMin until it is approved by the Academic Board;

8. Ensure that
 - (a) all unit proposals comply with the principles of validity, reliability, fairness and flexibility;
 - (b) students are informed of the context and purpose of the assessment and the assessment process;
 - (c) there is evaluation of sufficient evidence to enable judgements to be made about a student's level of achievement.
9. Complete mark sheets provided by the ACD at the end of the teaching period and submit them to the ACD Office no later than the prescribed closing date.
10. Familiarise themselves with assessment procedures and ensure these are undertaken for students to the required standard and in a timely manner.
11. Ensure that students have feedback about the outcomes of the assessment process and guidance on future outcomes.
12. Ensure that students are administered with evaluation opportunities used by ACD and evaluations are provided to ACD in a timely manner.

Name of Lecturer or Teaching Staff (Please print)

I agree to carry out to the best of my ability the duties listed above.

Signature of Lecturer or Teaching Staff

Date

Status

Approved by Academic Board	29 June 2016		
Approved by ACD Council	24 May 2005 (formerly General Board) 21 July 2016	Effective Date: 21 July 2016	Version 2.0
Delegation to	Executive Officer Adelaide College of Divinity	Review Date: June 2019	