TO MEMBERS OF THE FACULTY ADMINISTRATIVE OFFICERS/SUBDEANS’ GROUP

A meeting of the FAO/Subdeans’ Group will be held on Friday 3 August 2007 in the Senate Room from 9.30 to 11.00am.

AGENDA

1. UPDATE FROM ACADEMIC COUNCIL

Sylvia will provide an update on the Academic Council meeting held on 1 August 2007.

2. APPEALS PROCESS

A member has advised that the following provision in the appeals procedure has given rise to concerns in his faculty in that it is seen as giving students two effective opportunities to appeal the same item of assessment where it is returned during semester, and is regarded as being of particular concern for pieces of work returned early in the semester.

"Failure to seek re-assessment of a written assignment (or other than final examination) in the course of the year will not preclude a student from lodging a formal appeal during the relevant period following the publication of the final result." (http://calendar.publishing.uwa.edu.au/latest/partd/appeals/procedures)

He would like to find out whether there are similar concerns in other faculties.

Trudi McGlade has provided the following information in relation to this matter:

"There was not a lot of discussion around this issue when the provisions were revised in 2004-2005. It seemed to me to be accepted that a student who may have done badly on an assignment but felt they could make up the mark on other assignments, but didn't, could come back and revisit at the end. While it does provide two opportunities they can only exercise the opportunity once.

For discussion.

3. STATUTE NO 8: THE FACULTIES

Clause 4(1)(a) of Statute 8 states that each faculty comprises “the academic staff in all schools, centres and institutes funded by the faculty;”

Academic staff are defined in the Statute as “those staff members holding academic appointments on a full-time or 50 per cent or greater fractional basis other than those holding emeritus, visiting, adjunct, clinical or honorary appointments”.

Some faculties have now amended their governance and structure documents to include also all general staff in membership of the faculty.

Some FAOs have suggested that there are administrative difficulties associated with determining which academic staff (or general staff in certain cases) are eligible for membership of the faculty. However, if a faculty is not properly constituted under the Statute then there are problems with any decisions made in these circumstances.

For noting and discussion if necessary.

4. ANY OTHER BUSINESS