Curtin Teaching Academy
Terms of Reference

The establishment of the Curtin Academy is a joint initiative by the Deputy Vice-Chancellor, Education and the Curtin Learning Institute and supports the Teaching, Learning and Student Experience Plan 2013-2017. The Curtin Academy is an active, honorary network of exceptional staff (teaching focused and teaching research) 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 teaching and learning;
2.4 Provide strategic leadership and advice in teaching and learning;
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 scholarship and experience of teaching and learning; and
2.7 Inform and support the Curtin’s teaching and learning priorities.

The Curtin Academy will be accountable for:

2.8 Liaising with the Curtin Learning Institute regarding proposed initiatives and programs.

1 The Scholarship of Teaching and Learning for Curtin is systematic inquiry, critique, research and development in teaching, learning and the broader educational context which advances and publicly provides educational benefit to students, staff and the higher education sector.
2.9 In collaboration with the Curtin Learning Institute, induct new Fellows on an annual basis. Note: An independent group chaired by the DVC-Education will assess expressions of interest to select the Fellows and where there are exceptional circumstances as to why a nominee does not meet the specified eligibility criteria, they may invite an individual as an Aspiring Fellow.

2.10 Implementation of initiatives and strategies to support the aim and role of the Curtin Academy.

3. **Term**

This Terms of Reference is effective from July 2014 and continues until the December 2015 unless terminated by agreement of the Curtin Academy Executive.

The term of office of the members of the Curtin Academy Executive who are not ex officio members is to be for two years commencing on 1 April and concluding on 31 March. A member may serve consecutive terms but no more than three successive terms. The term of office for Fellows will be three years, renewable.

3. **Membership**

The Curtin Academy Executive will comprise the following membership:

3.1 Chair and Deputy Chair (appointed by the Curtin Academy Executive);
3.2 Six members comprised of members inducted to the Curtin Academy through an approved selection process including the Chair, Deputy Chair, elected by the Academy Fellows;
3.3 Executive Officer; and
3.4 Secretary.

4. **Decisions and Voting Rights**

4.1 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.

4.2 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.

5. **Meetings**

5.1 Meetings shall be convened quarterly or as determined by the Chair.

5.2 A meeting quorum will be one half of members including online attendance.
5.3 Any recommendations for approval which fall outside of this Terms of Reference shall be referred to the Deputy Vice-Chancellor, Education for consideration.

6. Reporting

6.1 The Curtin Academy shall provide interim and annual reports on activities to the University Teaching and Learning Committee via the Deputy Vice-Chancellor, Education or more regularly as determined by the Curtin Academy Executive.

7. Amendment, Variation or Review

7.1 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, Education.

7.2 This Terms of Reference will be reviewed annually by the Curtin Academy Executive.