**Expectations of Unit Coordinator (Tasks and Responsibilities)**

|  |
| --- |
| **Definition** |
| A Unit Coordinator (UC) should be a subject area expert who bears overall responsibility for learning and teaching a unit of study. A UC supports excellence in learning and teaching practices and ensures maintenance of academic achievement standards through compliance with relevant UWA policies and procedures, and expectations of professional and accrediting bodies. |
| **Required qualification in accordance with TEQSA Higher Education Standards** |
| Section 3.2.3 of the Higher Education Standards Framework sets out the requirements for the availability, skills and knowledge of teaching staff, as follows:  Staff with responsibilities for academic oversight and those with teaching and supervisory roles in courses or units of study are equipped for their roles, including having:   1. Knowledge of contemporary developments in the discipline or field, which is informed by continuing scholarship or research or advances in practice; 2. Skills in contemporary teaching, learning and assessment principles relevant to the discipline, their role, modes of delivery and the needs of particular student cohorts; and 3. a qualification in a relevant discipline at least one level higher than is awarded for the course of study of which the unit forms a part, or equivalent academic or professional or practice-based experience and expertise, except for staff supervising doctoral degrees having a doctoral degree or equivalent research experience.  |  |  | | --- | --- | | **To teach in units offered in courses at:** | **Staffing profile: qualification required** | | AQF Level 7 (Bachelor’s degree) | * At least Graduate Diploma or Graduate Certificate (AQF Level 8); or * A four-year Bachelor’s degree (with honours) (AQF Level 8) in related discipline * A Bachelor’s degree qualification in related discipline plus at least five years of relevant professional experience. | | AQF Level 8 (Graduate Certificate, Graduate Diploma) | * At least a Master’s degree (AQF Level 9), or * A Graduate Diploma qualification in related discipline plus at least five years relevant professional experience. | | AQF Level 9 (Graduate Certificate, Graduate Diploma and Master’s) | * At least a PhD qualification (AQF Level 10); or * A Master’s degree qualification in related discipline plus at least five years professional experience or equivalent academic or professional practice-base experience and expertise. | |

**Role Alignment with the UWA Academy Fellowship Scheme (AFS)**

**Areas of Activity of the Professional Standards Framework (AdvanceHE 2023)**

|  |  |
| --- | --- |
| **A1** | Design and plan learning activities and/or programmes |
| **A2** | Teach and/or support learning through appropriate approaches and environments. |
| **A3** | Assess and give feedback for learning. |
| **A4** | Support and guide learners. |
| **A5** | Enhance practice through own continuing professional development |

|  |
| --- |
| **Expectations of Unit Coordinator (Tasks and Responsibilities)** |
| A UC actively guides student learning through provision of high quality and relevant unit aims, learning outcomes, content, delivery, assessment, feedback, moderation, record-keeping, review and evaluation. UCs must clearly advise students on all aspects of unit learning and delivery including relationships between outcomes and assessments, and precise assessment requirements, weightings, and mechanisms. The task and responsibilities are undertaken with appropriate support determined by schools.  Where teaching is delivered by members of a teaching team, the Unit Coordinator is responsible for quality assurance of the team and their roles, which may also be shared by co-coordinators. |

**Noting the diversity in school operations, a Unit Coordinator should:**

|  |
| --- |
| **Unit Design (A1)** |
| Comply with University policies and guidelines related to teaching, including study hours (i.e., 150 hours for a 6-point unit). *University Policy on Coursework Units*. b |
| Set and revise unit learning outcomes. |
| Advise students about the aims and learning outcomes of the unit. |
| Manage unit quality (including consideration of student feedback) through regular review of content/currency of content, and delivery, to comply with the *University Policy on Coursework Units*. |
| Complete and make available a Unit Outline, in alignment with the *University Policy on Assessment (5.2(10)).* a |
| Liaise with Major/Course Coordinator(s) and other UCs to ensure unit content scaffolding and appropriate skill/knowledge development within a major/course. c |
| Minimise duplication of content within a unit and report duplication across major(s)/course(s), in accordance with the U*niversity Policy on Coursework Units*. b |
| Design learning activities that are effective, inclusive, accessible and comply with the *University Safety and Health Policy*. |
| Review and fulfil curriculum change process requirements, in accordance with the *University Policy on Coursework Units (4.6, 4.7)*. |
| **Learning and Teaching (A2)** |
| Liaise with relevant staff (e.g., Educational Enhancement Unit, Teaching Operations, School Operations, College Services) regarding teaching, timetabling and the Class Allocation System (CAS). |
| Develop/oversee unit teaching activities in and out of the classroom (e.g., lab work, fieldwork, visits) that comply with Occupational Health and Safety (OHS) and relevant University Policies. |
| Oversee curation of the unit learning site and/or any other relevant sites (e.g., LMS, MS Teams) for the unit, in accordance with *University Policy on Assessment (5.2(10)).* |
| Ensure unit resources are available to all enrolled students, including:   * contact details and consultation times for teaching staff * details of the text(s) and all relevant unit readings * any additional material students would be expected to read, e.g., professional standards * any other relevant unit-specific resources such as handouts, notes, etc. |
| Regularly communicate and liaise with students regarding unit matters, including providing responses to student queries within 3 UWA business days, where possible. |
| Oversee the provision of final unit results to the Board of Examiners and ensure correct results are uploaded before release to students. Note the need for submission of amended result if a change occurs following results upload (e.g., LARF - Late or Amended Results Form) submission. UC should ensure students who have had an incorrect result released are notified. This also applies to supplementary and deferred examination students. |
| Comply with the General Principles for Student Experience of Learning and Teaching (SELT) data collection and review, in accordance with the *University Policy on Student Experience of Learning and Teaching*. |
| Attend and contribute to discipline/level/major/course review meetings, as appropriate. |
| Attend and contribute to any teaching meetings/committees, as appropriate. |

a The Unit Outline houses: links to UWA policies and UWA student services (https://www.uwa.edu.au/students/Support-services), general unit schedule, assessment mechanism statement (including dates for SAO to manage SC approvals), per the *University Policy on Assessment* (5.2(7)).

b The Major/Course coordinator oversees and manages the integration of units within a major/course, ensures knowledge experts are delivering content, tracks and determines appropriateness of content duplication and knowledge scaffolding, assessments, etc. over all units within a major. This includes cross-discipline content.

|  |
| --- |
| **Assessment (A3):** All assessments must comply with the *University Policy on Assessment* |
| Develop, set and revise assessment tasks that align with unit learning outcomes and teaching activities and, where relevant, accreditation requirements. |
| Provide clear assessment task guidelines and ensure students receive timely and constructive feedback on assessments, in alignment with the *University Policy on Assessment (5.8(5)).* |
| Provide marking scheme for each assessment task, in alignment with the *University Policy on Assessment (5.2(5)).* |
| Ensure each assessment’s marking scheme is appropriately applied and, if necessary, explain grades awarded to student(s). |
| Ensure that markers are appropriately briefed, have access to rubrics and marking keys and when there are multiple markers for an assessment, that cross-marking and/or moderation is undertaken to ensure consistency and equity. |
| Maintain records of student scores for all assessment tasks. |
| Permit students to view their marked examination scripts on request, and enable discussion with an appropriate staff member, in alignment with the *University Policy on Assessment (5.8(8)).* |
| Monitor the Special Consideration dashboard in PowerBI and apply approved outcomes. |
| Be contactable during the unit’s examination(s). |
| Ensure final examination content complies with the *University Policy on Assessment.*  Note: for unit’s previous teaching period (50% distinctiveness) *6.2 (3),* and deferred and supplementary examinations (25% distinctiveness) *6.2 (7).* |
| **Student Engagement and Support (A4)** – see also *University Policy on Support for Students* |
| Seek advice from and direct students to appropriate University hubs/student services (e.g., UniAccess, StudySmarter). Note: Unit Outline houses support links. |
| Where appropriate, direct students who have encountered circumstances that might impact their academic performance to the relevant Student Advising Office (SA). |
| Where possible, monitor student participation and progression. Liaise with the Student Advising Office (SAO) and contact any student who has not been making satisfactory progress, in accordance with the *University Policy on Academic Progress*. |
| In accordance with the procedure outlined in the *University Policy on Review and Appeal of Academic Decisions Relating to Students (Schedule A),* perform an informal reviewin the event of an appeal against one of the following:   * assessment outcome * final grade * academic decision. |
| Follow procedure for recording and handling of alleged breaches of academic conduct in accordance with the *University Policy on Academic Conduct* and advise School Academic Integrity Officer (SAIO) where appropriate. |
| Where possible, identify high achieving students and encourage continued studies in the field. |
| Support the implementation of the University’s and the School’s plan in relation to learning and teaching. |
| **Professional Development, Research and Scholarship (A5)** |
| Take opportunities to enhance their understanding of authentic assessment processes, learning technology, pedagogical approaches, etc., by attending relevant Professional Development (PD) courses, in alignment with the *University Policy on Higher Education Academic Scholarship*. |
| Engage with the profession and/or relevant industries. |
| Comply with professional standards and accreditation, where applicable. |

|  |
| --- |
| **Leadership and/or management of specific aspects of unit delivery, learning and teaching** |
| Regularly liaise with teaching staff to support their teaching and ensure a high standard of unit delivery. |
| Ensure all staff involved in the unit have access to the unit’s LMS and additional resources, as required (e.g., text(s), all reading material, handouts, notes; teaching session questions and solutions; assessment tasks and rubrics). |
| Communicate appropriate information to teaching staff regarding support available to ensure their safety during unit teaching sessions (e.g., contact for security). |
| Coordinate, induct, mentor, and provide guidance and direction to staff teaching the unit, including casual teaching staff, as appropriate. |
| Approve payment for casual teaching staff in a timely manner through payment approval systems (e.g., Human Force). |
| Where applicable, ensure unit budget is set and submitted according to School approval processes. |
| Monitor unit expenditure via monthly reporting (pshelp-finserv@uwa.edu.au). |

**For policy links:** [**UWA Policy Library**](https://www.uwa.edu.au/policy/home)