

Replaces (please remove) section 4.9 issued 10/05

4.9 PRINCIPLES TO GOVERN CROSS-FACULTY TEACHING

In these principles, the commissioning Faculty is the Faculty that has ownership of the program; the providing Faculty is the Faculty that provides services teaching in a course forming part of a program in another Faculty. The principles take account of the three Recommendations of the Report of the Vice-Chancellor's Committee to Review the School of Applied Science [the Parsons Committee](1992) bearing on this matter:

- 1 That a policy on service teaching be adopted under which the teaching of a discipline in any program of the University should as far as possible be undertaken by staff in the department with prime responsibility for that discipline.
- 2 That efforts be made to ensure that service teaching is of high quality and that service courses are designed after consultation between appropriate staff in the departments concerned.
- 3 That, if more than one Faculty is involved, the identification of courses to which the policy on service teaching will apply should be negotiated by the relevant Deans.

PRINCIPLES

- 1 The course specification for a service course is laid down in the accreditation documents. It is arrived at by negotiation between the two Faculties involved. The commissioning Faculty sets out the objectives and the broad outline of the course required, including any special requirements for assessment. The providing Faculty (normally through the intended course examiner) provides the details of the specification. Changes in the course specification are also negotiated between the Faculties; they are approved by the Deputy Vice-Chancellor (Scholarship) and noted by the Program Review Committee.
- 2 Following the approval of a course specification, responsibility for the administration of a course passes to the providing Faculty. And the course number is allotted by the providing Faculty.
- 3 The commissioning Faculty has a right to confer with staff teaching a service course and the right of access to all assessment results - partial results during the term, final results at the end of the term. The examiner of a service course has a responsibility to consult with the Dean (or nominee) of the commissioning Faculty. The Dean of the commissioning Faculty has responsibilities for the progress of individual students that make ready access to assessment results imperative.
- 4 Where teaching is not shared between the Faculties, the course examiner will be from the providing Faculty and the moderator may be from another Faculty. The Dean of the providing Faculty should arrange for a review of the course to occur each time it is offered.
- 5 Where teaching is shared between the commissioning and the providing Faculty, the course examiner will be from the Faculty that provides the majority of the lectures and/or lecture material.
- 6 On the assumption that the course number and the course examiner are both in the providing Faculty, the course examiner or the Faculty as appropriate, is responsible for the entering of course details on the SCHED database; the establishing and monitoring of course quotas (where required); the allocation of students to tutorial and/or practical groups; the maintenance of records during the term; the preparation and copying of examination papers, practical books, etc.; the distribution of examination papers and related materials; the return and processing of results (including verification) within the approved timelines; and the evaluation of the course. Where the course examiner is not in the providing Faculty, the two Deans must ensure that responsibility for each of these matters is attributed to a specified staff member.

- 7 The evaluation of a course must satisfy the requirements of both Faculties. The examiner is responsible for maintaining historical records (of various kinds) for the course. The commissioning Faculty may also wish to maintain such records.
- 8 The administration of the course follows the procedures of the providing Faculty in matters such as the award of IS and ISM grades and the granting and timing of supplementary and deferred examinations. The award of D grades, because it is affected by program considerations as well as course considerations, is negotiated between the Faculties.
- 9 The allocation of staff to teach a course and their administration is the responsibility of the providing Faculty, but the Faculty should be sensitive to suggestions made by the commissioning Faculty.
- 10 The current arrangement between Deans is that 10% of course income is available for administration (typically the commissioning Faculty) and the remainder for teaching costs (typically the providing Faculty).