

UNIVERSITY OF WOLLONGONG DISTRIBUTIVE LEADERSHIP PROJECT

STEERING COMMITTEE TERMS OF REFERENCE

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1.0 Purpose

The purpose of this document is to outline the Terms of Reference for the University of Wollongong Distributive Leadership Project Steering Committee (herein referred to as the Steering Committee). This committee will oversee the implementation of the project, '*Distributive leadership for learning and teaching: Developing the faculty scholars model*' from September 2006 to July 2008.

1.1 Document details

<i>Document name</i>	University of Wollongong Distributive Leadership Project Steering Committee Terms of Reference
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<i>Document Owner</i>	Centre for Educational Development & Interactive Resources (CEDIR), University of Wollongong
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<i>Other documents to be read in conjunction with this document</i>	Leadership for Excellence " <i>Distributive leadership for learning and teaching: Developing the faculty scholars model</i> " Proposal and Project Plan 2006

1.2 Document History

<i>Date</i>	<i>Version</i>	<i>Author</i>	<i>Comment</i>
07/11/07	v1	Dominique Parrish	Initial draft
08/11/07	v1.1	Geraldine Lefoe	Refinement of initial draft document

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12/11/07	V2	Dominique Parrish	Draft circulated to Steering Committee for review & feedback
13/11/07	V3	Dominique Parrish	Refinement of document in light of feedback from Steering Committee
30/01/2008	V4	Dominique Parrish	Ratification of document by Steering Committee

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2.0 Background

The '*Distributive leadership for learning and teaching: Developing the faculty scholars' model*' (Distributive Leadership) project, is funded under the Carrick Grants Scheme, Leadership for Excellence in Learning and Teaching Program.

The Distributive Leadership project design includes two stages - the development & implementation stage, and the cascade stage. The aims of the project are:

1. To develop and trial a leadership capacity building framework for teaching and learning that will be available across the sector.
2. To develop cross-institutional networks to support the adoption and adaptation of this leadership framework for multiple contexts.
3. To develop resources to support this framework that will be available and accessible to all institutions.

3.0 Project Outcomes and Deliverables

Three overarching outcomes are addressed through the Distributive Leadership project:

- a.) a framework to support capacity building for leadership in higher education,
- b.) creation of learning and changed practice within the cross-institutional teams, and
- c.) research that will feed into the policy and theories of academic development.

Evidence for these outcomes will be provided through:

- A distributive leadership development framework that can be adapted for the local context by the cascade stage partners
- A group of new leaders of teaching and learning in six institutions across Australia providing a critical mass for extending the network within and across institutions
- A roundtable organised and facilitated by the scholars to receive feedback on their teaching research from their peers
- Resources to support leadership development
- Resources to support assessment development
- Publications about the leadership framework and the personal experiences of those involved in improving assessment

4.0 Terms of Reference and Membership

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4.1 Reporting

The Steering Committee will receive regular updates on the status of the project and on the significant project developments.

4.2 Membership

Prior to the inception of the Steering Committee a project team assumed responsibility for the administrative and managerial tasks associated with the Distributive Leadership Project. This included the development and submission of an application for project funding from The Carrick Institute and involves the ongoing identification of potential funding intersections with other projects and initiatives. The project team includes those steering committee members listed below as well as representatives and project facilitators from the other participating universities. Ongoing changes to the project team will occur as a result of workplace attrition and staffing changes and due to new institutions joining the project.

Membership of the Steering Committee includes the following members:

Chair and Project Leader: *Dr Geraldine Lefoe*, Senior Lecturer Academic Staff Development, Centre for Educational Development & Interactive Resources (CEDIR), University of Wollongong

Members: Professor Sandra Wills, Director, Centre for Educational Development & Interactive Resources (CEDIR), University of Wollongong

Associate Professor Tony Herrington, Adult Education & IT in Education and Training, Director IT, Faculty of Education, University of Wollongong

Associate Professor Rebecca Albury, History & Politics, Faculty of Arts; Chair, Excellence, Diversity & Innovation in Teaching Subcommittee (EDITS) of the University Education Committee, University of Wollongong.

Professor Steve Dinham (August 2006 – September 2007), Professor of Pedagogy and Educational Leadership, Australian Centre for Educational Leadership, Faculty of Education, University of Wollongong.

Distributive Leadership Project Manager: Dominique Parrish, (Ex officio)

The Chair may invite additional members to particular meetings as required. The Chair will determine whether members invited under this provision shall have rights of audience and debate.

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4.3 Responsibilities of the Steering Committee

The Steering Committee will:

- provide strategic direction and inform the implementation of the broader project;
- represent the interests and needs of project participants and their university;
- oversee the selection of project participants and personnel;
- oversee project activities;
- provide advice to the project leader on project outcomes, activities and deliverables;
- provide mentoring/leadership to project participants and personnel;
- provide advice and assist in the communication and promotion of the project and its related outcomes to the sector; and
- make recommendations for the development of related project materials and documentation.

5.0 Accountability

The Steering Committee is accountable to:

- the Carrick Institute for Learning and Teaching in Higher Education for the funding to implement this broader project and consequently the associated reporting requirements, and
- the faculties and university sponsoring the involvement of academics in the broader project.

6.0 Administration

The Steering Committee will be supported by the Project Manager. The Project Manager will be responsible for preparing and distributing agendas, the minutes of steering committee meetings, project updates and other relevant and related project correspondence.

In making decisions, the Steering Committee should aim for a consensus view. Where this is not achievable, the Steering Committee Chair will have the casting vote and be the final arbiter in decisions about the project.

The Steering Committee will meet according to the schedule negotiated by the group in the initial and subsequent meetings.