Excellence, Diversity and Innovation in Teaching Sub-Committee (EDITS)

Terms of Reference

Update Responsibility Review by
04/07 Chair – Excellence, Diversity and Innovation in Teaching
04/08

Goals

EDITS will coordinate and manage:
1. the operation of the University's learning and teaching rewards and enhancements programmes; and
2. the promotion, development and sharing of good practice in learning and teaching.

Terms of Reference

To fulfil its goals EDITS will:
- Oversee, and conduct the University's Teaching awards programme (Outstanding Contribution to Teaching and Learning Awards)
- Advise the Deputy Vice-Chancellor (Academic & International) on the nomination and support of applicants for the Carrick Awards for Australian University Teaching;
- Oversee and conduct the University's Education Strategic Development Fund (ESDF) grants and the annual Educational Strategic Development Project;
- Contribute to the University’s engagement with the Carrick Institute for Learning and Teaching in Higher Education;
- Collect and publicise ideas about, and documentation of, good practice in learning and teaching activities;
- Identify teaching and learning areas and priorities and advise the Deputy Vice-Chancellor (Academic & International) on strategies and options to address these;
- Report to the UEC on progress against its terms of reference, the learning and teaching strategic plan, and its project plan;
- Report to the UEC on the performance and success of grant winners and the administration of the funding.

To fulfil its Terms of Reference EDITS will:
- Collect progress reports from ESDF grant holders;
- hold special planning and review meetings with the Career Development Unit and CEDIR regarding the OCTAL and ESDF awards process;
- Be supported by the EDITS Executive Officer during the OCTAL and ESDF application and Assessment periods.

Membership
- Chair appointed by the Deputy Vice-Chancellor (Academic & International)
- Dean of Students
- Dean or a senior member of a Faculty appointed by the Deputy Vice-Chancellor (Academic & International) on advice from the Chair
- Member of CEDIR from educational development
- 3-5 members appointed by the Deputy Vice-Chancellor (Academic & International)* on advice from the Chair**
* Members should be appointed by the Deputy Vice-Chancellor (Academic & International) from a diverse range of disciplines. The membership should have a demonstrable commitment to excellence and innovation in learning and teaching practice and will normally include an OCTAL Award winner.

** Additional members may be added from time to time, in order to constitute the assessment panel for either the OCTAL or ESDF Awards.

**Quorum**

Five members of the Excellence, Diversity and Innovation in Teaching Subcommittee are required to be present to constitute a meeting of the subcommittee except in the case of an OCTAL or ESDF Assessment Panel Meeting when quorum will be specified in the specific Award or Grant guidelines.

**Meeting Schedule**

The Chair of the subcommittee will determine meeting dates at the start of each year and meetings will generally occur on a bi-monthly basis. The Chair of the subcommittee can call additional or extraordinary meetings, and may change the date of scheduled meetings, so long as 5 working days notice is provided.