# Academic Supervision

## Policy and Procedure

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# 1. PURPOSE

The purpose of the Academic Supervision Policy and Procedure is to ensure supervision arrangements are in place for members of the academic workforce stipulated in the Scope.

# 2. SCOPE

2.1. This Academic Supervision Policy and Procedure applies to all lecturers and tutors (including specialised practitioners) who teach and assess students' work or are otherwise engaged in AFTT higher education courses.

2.2. This Academic Supervision Policy and Procedure does not apply to:
- Occasional guest lecturers/teachers/instructors/speakers, and
- Internship and/or work placement coordinators.

For the purposes of this Policy and Procedure, members of the academic workforce specified in 2.1, will be hereinafter referred to as lecturers.

# 3. DEFINITIONS

All definitions are located in the *AFTT Glossary*.

# 4. POLICY

4.1. AFTT will ensure supervision arrangements are implemented and adhered.

4.2. Supervision arrangements will be put in place for:
4.2.1. All lecturers, who are new or relatively new to teaching and/or teaching in AFTT's Higher Education courses and units – section 5.1, and
4.2.2. All tutors who meet AQF+1 requirement or equivalent, and are new or relatively new to teaching and/or teaching in AFTT's Higher Education courses and units – section 5.1, and
4.2.3. All tutors (including specialised practitioners) who do not meet AQF+1 requirement or equivalent – section 5.2.

4.3. The Head of Department or delegate who is an appropriately qualified lecturer who meets the minimum requirements outlined in section 4.1 of the *Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure* will:
4.3.1. Perform supervision to ensure that teaching and assessment is appropriately overseen, managed, and supported,
4.3.2. Monitor and evaluate the person's performance, and where performance is below institutional benchmarks will ensure professional development and/or other appropriate action is considered and taken, and
4.3.3. Ensure supervision arrangements will remain in place for:
- One (1) study period – new lecturers,
- Three (3) years – tutors.

# 5. PROCEDURE

### 5.1. Supervision of Lecturers
The respective Head of Department or delegate, before the study period will:
5.1.1. Meet with the lecturer and discuss their qualification level, teaching and professional experience, and the requirements for teaching undergraduate and postgraduate units.
5.1.2. Explain the supervision arrangements that will be put in place, and

5.1.3. Document all the details of outcomes, actions, and agreements coming out of this meeting and forward it to the Education Services, Campus Manager, and Deans as required.

The respective Head of Department or delegate, during the study period will:
5.1.4. Observe, at least twice within a study period, the performance of the lecturer during class sessions,

5.1.5. Hold regular meetings with the lecturer,

5.1.6. Provide feedback and guidance on teaching methods and strategies used (including feedback provided for students),

5.1.7. Help, as required, the lecturer to understand the topic's core learning intentions and plan teaching activities to achieve learning outcomes,

5.1.8. Assist, as required, the lecturer in creating a supportive learning environment and handling challenging situations,

5.1.9. Monitor assessments graded by the new lecturer to ensure that they are providing sufficient feedback, and that they are grading to the rubric.

5.1.10. Provide professional advice and ideas to develop new skills and knowledge,

5.1.11. Encourage and guide the lecturer's professional development and career progress, and

5.1.12. Help, as required, the lecturer to become familiar with the Academy and its culture.

5.1.13. Request the Education Services to survey the lecturer and the unit to gauge and monitor student satisfaction, specifically:
5.1.13.1. The Head of Department or delegate must provide the Education Services with details of all their new lecturers, and the units they are delivering,

5.1.13.2. The Education Services will ensure the units are surveyed in the internal student satisfaction survey and results analysed during next Study Period Review,

5.1.13.3. Once the survey has been conducted, and the data collated, the Education Services will return the lecturer's student satisfaction scores to the Head of Department or delegate, and

5.1.13.4. The Head of Department or delegate must meet with their new lecturer and go through the results of the student satisfaction survey with them, commending where appropriate, and providing constructive feedback on how to improve performance, where required.

The respective Head of Department, at the end of the study period will:
5.1.14. Review results prior to release:
5.1.14.1. The Head of Department must review the grade distributions of all units delivered by new lecturers to confirm there are no anomalies. This is usually done by comparing to grade distributions of another lecturer or those from an earlier trimester.

5.1.14.2. If the Head of Department is concerned for any reason (for example: all students with an HD or more than 30 per cent of students 'fail'), then the Head of Department must:
- Not release results, and
- Instead meet with the lecturer to understand why the grades are distributed in a particular way.

5.1.15. Have approved all the results for all the assessment tasks for the unit, therefore it is anticipated that the rationale will be familiar and reasonable.
5.1.15.1. Once the Head of Department is satisfied with the rationale, then the results can be released to students.

5.1.15.2.     If the Head of Department is not satisfied with the rationale, then the results cannot be released to students, and the Head of Department must review all results for all assessment tasks in that unit again to identify any previously unnoticed pattern or anomaly.

5.1.15.3.     When the Head of Department is satisfied that the results are an accurate representation of all the students' achievements in that unit, can the results be released.

5.1.16.  Review results after the release, as part of the Study Period Review process.

5.1.17.  Provide the Education Services and the Deans with a report summarising student feedback and their observations and conclusions regarding the lecturer's professional progress and advancement for presentation and analysis at the Study Period Review.

The respective Head of Department, post supervision period, will:

5.1.18.  Ensure ongoing monitoring of results and the lecturer's performance as a part of the regular Study Period Review process.

5.1.19.  Ensure ongoing monitoring of the currency of the lecturer's discipline and expertise relevant to their teaching role.

## 5.2.  Supervision of Tutors

The respective Head of Department or delegate, before the first study period, will:

5.2.1. Meet with the tutor and discuss their qualification level, teaching and professional experience, and the requirements for tutoring students in undergraduate units,

5.2.2. Explain the supervision arrangements that will be put in place, and

5.2.3. Document all the details of outcomes, actions, and agreements coming out of this meeting and forward it to the Education Services, Campus Manager, and Deans as required.

The respective Head of Department or delegate, during each study period, will:

5.2.4. Observe, at least twice within a study period, the performance of the tutor during class sessions,

5.2.5. Hold regular meetings with the tutor,

5.2.6. Provide feedback and guidance on tutoring methods and strategies used (including feedback provided for students),

5.2.7. Assist, as required, the tutor in creating a supportive learning environment and handling challenging situations,

5.2.8. Provide professional advice and ideas to develop new skills and knowledge,

5.2.9. Encourage and guide the tutor's professional development and career progress, and

5.2.10.  Help, as required, the tutor to become familiar with the Academy and its culture.

The respective Head of Department or delegate, during the first study period, and subsequently at least once annually, will:

5.2.11.  Request the Education Services to survey the tutor and the unit to gauge and monitor student satisfaction, specifically:

5.2.11.1.     The Head of Department or delegate must provide the Education Services with details of all their tutors, and the units they are facilitating,

5.2.11.2.     The Education Services will ensure the units, are surveyed in the internal student satisfaction survey and results analysed during next study period review,

5.2.11.3. Once the survey has been conducted, and the data collated, the Education Services will return the tutor's student satisfaction scores to the Head of Department or delegate, and

5.2.11.4. The Head of Department or delegate must meet with the tutor and go through the results of the student satisfaction survey with them, commending where appropriate, and providing constructive feedback on how to improve performance, where required.

5.2.12. Provide the Education Services and Deans with a report summarising student feedback and their observations and conclusions regarding the tutor's professional progress and advancement for presentation and analysis at the Study period Review.

The respective Head of Department at the end of each study period, will:

5.2.13. Confirm, in consultation with each tutor, and approve their results for each of their students prior to the publication of the students' results in the Student Management System.

The respective Head of Department, post supervision period, will:

5.2.14. Ensure ongoing monitoring of unit grades and tutor's performance as a part of the regular Study Period Review process.

# 6. RELATED DOCUMENTS

6.1. AFTT Glossary

6.2. Assessing Qualifications and Equivalence of Professional Experience Policy and Procedure

6.3. Academic Workforce Recruitment and Induction Policy and Procedure

6.4. Professional Development Policy and Procedure

# 7. RELEVANT LEGISLATION

7.1. Higher Education Support Act 2003 (Cth)

7.2. Higher Education Standards Framework (Threshold Standards) 2021

# 8. POSITIONS RESPONSIBLE

8.1. Dean,

8.2. Associate Dean (Scholarship),

8.3. Campus Managers

8.4. Education Services

8.5. Heads of Department

## 9. APPROVAL INFORMATION

| Approval Authority | Academic Board |
|---|---|
| Health Check approval authority | Dean |
| Review date | 30/01/2025 |

| Version | Approved by | Approval date | Effective date | Modifications | Status |
|---|---|---|---|---|---|
| 1.0 | Academic Board | 02/07/2021 | 22/01/2022 | New Issue<br>The following elements were moved from *Academic (Contract) Staff Induction Procedure*<br>• Validating and reviewing grades<br>• Student Satisfaction Surveys | Superseded |
| 1.1 | Dr Stanford, Dean | 23/02/2022 | 23/02/2022 | Addition of clause at 5.1.19 re: Heads of Department ensuring monitoring of the currency of lecturer's discipline and expertise relevant to their teaching role. | Current |

*Version control tables from previous Policies and Procedures reside in the original documents.*