



CRRT Roles

This document provides a summary of different roles within the CRRT, the actions each role can perform, and the related email notifications. Note an individual may have multiple roles in a single course review.

CRRT functions by role

Note that an individual will likely have various roles in a single course review. For example, the Course Coordinator may create the review record (Creator) and undertake the review (Reviewer).

Role	Can	Cannot
<p>Creator <i>The person recorded in the system as creating the course review record (Setup course review)</i></p> <p><i>Normally this would be the Course Coordinator, but may be a Head of School, Third-party Nominator, or Program Director.</i></p>	<ul style="list-style-type: none"> • Set up a course for review. • View course review reports (with which associated as a Creator) with status: <i>Under Review, Review Submitted</i> and <i>Review Complete</i>. • Delete a set up course review (in cases of incorrect details) prior to review completion. • View course review reports (with which associated as a Creator). 	<ul style="list-style-type: none"> • Edit course details entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once the record is setup/created. • Acknowledge course review.
<p>Reviewer <i>Individual who will conduct the review, make recommendations, and submit the report.</i></p> <p><i>The Reviewer may also be the Course Coordinator.</i></p>	<ul style="list-style-type: none"> • Fill out and amend course review report details (prior to Submission) for HoS acknowledgement • Submit the course review report for acknowledgement by the Head of School (or delegate). • View completed course review reports (with which associated as a Reviewer). 	<ul style="list-style-type: none"> • Edit elements entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once setup/created. • Acknowledge course review. • Delete a set up course review.

Role	Can	Cannot
<p>Course Coordinator <i>Person named in the setup course review record as the Course Coordinator.</i></p>	<ul style="list-style-type: none"> • Delete a set up course review (eg in cases of incorrect details) prior to review completion. • View course review records (with which associated as a Course Coordinator) with status <i>Under Review, Review Submitted, Review Complete</i>. 	<ul style="list-style-type: none"> • Edit elements entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once setup/created. • Acknowledge course review. • Delete a completed course review.
<p>Program Director <i>Person named in the setup course review record as the Program Director</i></p>	<ul style="list-style-type: none"> • View course review reports (with which associated as a Program Director with status: <i>Review Complete</i>). 	<ul style="list-style-type: none"> • Edit elements entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once setup/created. • Acknowledge course review. • Delete a set up course review.
<p>Third-party Nominator <i>A person approved by the Head of School (or delegate) to Nominate a course for a Core Plus Review (eg. A Program Director, Associate Head Learning and Teaching, Associate Dean, Deputy Dean Learning and Teaching, Executive Dean)</i></p>	<ul style="list-style-type: none"> • Advise Course Coordinator Core Plus review domain for specified course review. • View completed course review reports (with which associated as a Nominator with status: <i>Review Complete</i>). 	<ul style="list-style-type: none"> • Edit elements entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once setup/created. • Acknowledge course review • Delete a set up course review.
<p>Head of School/delegate <i>Individual responsible for acknowledging course reviews</i></p>	<ul style="list-style-type: none"> • Acknowledge submitted course reviews. • View course review reports (with which associated as a HoS/delegate with status: <i>Review Submitted or Review Complete</i>). • HoS only: Run Institutional reports (School and Faculty). 	<ul style="list-style-type: none"> • Edit elements entered during set up (ie. Subject or catalog number, reviewer, CC or HoS) once setup/created. • Delegates cannot access Institutional reports.
<p>Administrator <i>Education Quality Team and ITDS</i></p>	<ul style="list-style-type: none"> • Upload/refresh data (Course and Course Coordinator details) in CRRT. • Edit email communication templates. • Amend Head of School delegate access. • Run Institutional reports.. 	<ul style="list-style-type: none"> • Access incomplete course review records/ complete the course review. • View incomplete course review records. • Remove incorrect course reviews.

CRRT automated email notifications per role

At various milestones in the CRRT course review process, automated email notifications are sent to key roles (and copied/CCed to others) indicating a critical action has occurred. The table below outlines what correspondence each role should expect to receive.

A creator of a course review, if not listed in any of the roles below, will not receive automated system emails at these milestones.

Automated Email Notifications	Course Coordinator	Reviewer	Program Director	3rd-party Nominator	HoS / delegate
Course review reminder/ data available* <i>Course data refreshed in CRRT.</i> <i>* not yet implemented</i>	✓ (2x year)				
Setup <i>Course review has been set up in the CRRT</i>	✓ (CC:)	✓	✓ (CC:)	✓ (CC:)	
Submitted <i>Course review has been submitted and is ready for acknowledgement</i>	✓ (CC:)	✓(CC:)	✓(CC:)	✓ (CC:)	✓
Acknowledged <i>Head of School/delegate has acknowledged the course review and process is complete.</i>	✓ (CC:)	✓	✓ (CC:)	✓ (CC:)	
Deleted <i>The creator/listed CC has deleted a record prior to completion/ acknowledgement of the report.</i>	✓	✓	✓ (CC:)	✓ (CC:)	

Further enquiries

Education Quality

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