SCHEDULE D: PROGRAM MANAGEMENT

Overview

The schedule supports Procedure 3 of the Coursework Academic Programs Policy which requires that all programs have a Program Director. The schedule provides guidance on the management of programs and the responsibilities of the Program Director and should be read in conjunction with Schedule E. The schedule may be amended at any time by the Deputy Vice-Chancellor and Vice-President (Academic).

Definitions

The definitions in this schedule are as contained in the Coursework Academic Programs Policy and the University's Glossary of Terms.

Program Management

1.   Program Management Considerations

    a)   The role of Program management is to ensure that for each student cohort in the program there is:
        i.   directed and contextual oversight of student experience and progression,
        ii.   academic quality including
            1. assuring constructive alignment and internal coherence of the program;
            2. academic integrity;
            3. assessment; and;
            4. compliance with the Coursework Academic Programs Policy and other relevant policies including, but not limited to, Assessment for Coursework Programs Policy and Academic Integrity Policy.
    b)   Each program is required to have a duly appointed Program Director.
    c)   The management and quality of existing programs is primarily the responsibility of the Program Director, who will be supported by the Deputy Dean (Learning and Teaching) and Head of School. The Program Director may also be supported by a Program Management Committee consisting of academic staff members involved in teaching of the Program, where warranted.
    d)   The allocated workload of the Program Director will be dependent upon cohort size, review status and complexity of the Program (including, but not limited to, accreditation requirements).

2.   Appointment of Program Directors

Program Directors are academic staff members appointed by the Executive Dean and/or the Head of School in accordance with the University of Adelaide Enterprise Agreement. Where more than one faculty and/or School is involved in the teaching and assessment of a Program, the appointment of the Program Director will be made by agreement between the relevant Executive Deans and Heads of Schools. Program Directors will be appointed at least six weeks before the start of any teaching period and where possible, will be appointed for a period of at least two years but not exceeding five years. At the discretion of Executive Dean and/or Head of School, Deputy Program Directors may be appointed to enable management of workload allocation and succession planning.

3.   Responsibilities of Program Directors

Program Directors are responsible for the overall planning, delivery and assessment in a Program, and for upholding its academic quality and integrity in consultation with the Executive Dean and/or Head of School, who has the final responsibility.

Specific responsibilities include the following:

a) Providing oversight of advice and guidance to students regarding Program matters as required, including, but not limited to, study plans, program variations, unit overload, academic advice in accordance with the [Academic Progress by Coursework Students Policy](#), credit for prior external learning and counting of completed University of Adelaide Courses from other programs.

b) Liaising with Course Coordinators whose Courses contribute to the Program to ensure the Program is academically coherent and that the constructively aligned assessment confirms the attainment of individual Course Learning outcomes and therefore the Program Learning Outcomes as required by Procedure 2 of the Coursework Academic Programs Policy.

c) Monitoring the effectiveness and viability of the Program, including but not limited to, alignment with the University's strategic plan, retention rates, attrition, pass rates, program and course SELTs, equity and diversity measures, and other quality indicators for learning and teaching, and working to strategically address issues which may affect student success.

d) Overseeing the quality assurance for the Program and contributing to the development and review of Program structures, Program content and Course content in accord with the [Coursework Academic Programs Policy](#), faculty processes and relevant accreditation bodies.

e) Consulting with and providing feedback to stakeholders including staff, students, employers, professional accreditation bodies, industry, and community groups.

f) Recommending changes to Academic Program Rules to the Executive Dean (or delegate) and [for major revisions](#) engaging in the [Program Development and Approval process](#) which includes the development of transitional arrangements when changes to Programs are planned.

g) Where required, participating in relevant formal University reviews of Program, course and units as well as external reviews such as those by accrediting bodies.

h) Providing advice, when requested, on the selection of students to the Program.

i) Recommending variations to Academic Program Rules for individual students (see procedure 4 b ii of the Policy).

j) Other program-related activities as directed by Executive Dean or Head of School.