Director of Studies

Statement of Duties

Each Department in the School shall appoint a Director of Studies, normally for a period of either two or three years.

In addition to a Departmental Director of Studies, the Departments of Languages and Professional Studies may appoint Directors of Studies for each of their Sections, or may assign the relevant responsibilities below to the Section Coordinator. The Department of English, Creative Writing and Australian Studies may appoint a Director of Studies for Australian Studies in addition to the Departmental position.

Directors of Study will be responsible for:

1. Consulting with students in matters relating to courses and enrolment in the department. To this end, they will advertise regular office hours in each semester.

2. Liaising with School academic administrative staff in the organisation of student information sessions for pre-enrolment, enrolment, information days and other occasions, on behalf of the department or section.

3. Liaising with School academic administrative staff, and staff in the Faculty Office, the BA Office and other university areas in regard to enrolment matters, credit transfers, retrospective withdrawals, and other matters pertaining to student progress.

4. Coordinating the proofing and updating of draft documents relating to courses and topics, including entries for the Course Information Guide, course handbooks, advertising material and web pages, and liaising on behalf of the Department with the School academic administrative staff on matters relating to the production of these documents.

5. Coordinating the provision of departmental information on topics for the construction of the School timetable, and liaising on behalf of the Department with the School academic administrative staff on matters relating to the School timetable.

6. Overseeing, on behalf of the department, the completion and verification of assessment results and their delivery to the Faculty administration.

7. Attending meetings of the School Teaching and Learning Committee and Examinations Board, and reporting to these committees on behalf of the department.

8. Distributing relevant information from the Teaching and Learning Committee to all topic conveners within the department.

Note: In Departments which are subdivided into Sections, the duties listed under dot points 1 – 6 may be the responsibility of the Section Director of Studies, as necessary, in collaboration with the Section Coordinator, rather than of the Department’s Director of Studies. In subject areas where a Director of Studies is appointed to a course or a major or minor sequence, the duties listed under dot points 1 – 6 will be the
responsibility of the Director of Studies responsible for that course or sequence.

Approved by Teaching and Learning Committee, 30 May 2007