



Education Fellowship Scheme (EFS) Committee Charter

Introduction

1. The Teaching and Learning Development Committee of the Australian National University has established the Education Fellowship Scheme (EFS) Committee (“the Committee”) in accordance with section 32 of the *Teaching and Learning Development Committee Charter*.
2. This Charter sets out the Committee’s objective, authority, composition and tenure, roles and responsibilities, reporting and administrative arrangements.

Objective

3. The objective of the Committee is to accredit three categories of fellowship (D1-D3), monitor, advise and provide assurance to the Academic Board on the quality of the Education Fellowship Scheme.

Authority

4. The Teaching and Learning Development Committee authorises the Committee, within the scope of its role and responsibilities, to:
 - obtain any information it needs from any ANU staff and/or external party (subject to their legal obligation to protect information);
 - request the attendance of any ANU staff at Committee meetings;
 - discuss any matters with external parties (subject to confidentiality considerations); and
 - obtain professional external advice, as considered necessary to meet its responsibilities, at the University’s expense.

Composition and Tenure

5. The Committee is constituted with reference to the current accreditation requirements imposed by AdvanceHE.
6. The Committee consists of:

- a. A minimum of three (3) and a maximum of five (5) EFS Co-Chairs, appointed by the Deputy Vice-Chancellor (Academic), each of whom must:
 - i. have Fellowship in good standing as SFHEA or PFHEA;
 - ii. will when requested participate on behalf of the ANU on the Australian Network Accredited Program Leader Group; and
 - iii. will when requested represent the Deputy Vice Chancellor Academic on the Australian Strategic Advisory Board (ASAB).
- b. The Pro Vice-Chancellor (Education and Digital), *ex officio*
- c. At least seven (7) staff having recognition within the EFS, of which:
 - i. at least two (2) members elected by the College Deans, who are current ANU EFS College Champions,
 - ii. at least five members appointed by the Co-Chairs following an Expression of Interest process, giving consideration to a balance in terms of diversity and College affiliation:
 1. at least one (1) of whom has their current highest level of recognition as AFHEA,
 2. at least one (1) of whom has their current highest level of recognition as FHEA,
 3. at least three (3) of whom has their current highest level of recognition as SFHEA
 4. at least two (2) of whom hold a grade of fellowship and who are professional staff
- d. Two members, appointed by the Deputy Vice-Chancellor (Academic), who are external to the University, one of whom will be appointed as Lead External Assessor and one of whom will be appointed Second External Assessor, who:
 - i. have recognition in good standing as SFHEA or PFHEA;
 - ii. meet the standards set out in *Independent Experts engaged by providers* as published by TEQSA;
 - iii. are current in their knowledge and understanding of the requirements of the three categories of fellowship (D1-D3) that the Scheme is accredited to award;
 - iv. are current in their experience as lead assessors in Dialogic Route's professional conversations for SFHEA;

v. are aware of the context of AdvanceHE and the ANU EFS within Australia, and suitably experienced, or able to become experienced, in making AdvanceHE fellowship judgements and providing effective feedback to applicants and the Committee and to acknowledge any conflict of interest;

vi. who fulfill the requirements of external examination and moderation protocols as defined by AdvanceHE and in university policy and procedure; and

vii. will receive an appropriate stipend as outlined in the ANU EFS External Consultancy Agreement.

7. External members serve for one year and may be reappointed up to two times, to serve a maximum of three years. All other members serve a term of two years and are eligible for re-appointment or re-election.
8. A Co-Chair may resign from the Committee in writing to the Deputy Vice-Chancellor (Academic). All other members may resign from the Committee in writing to the Co-Chairs.
9. If an appointed or elected member of the Committee is absent from three meetings of the Committee without the written approval of at least one of the Co-Chairs, or an appointed/elected member ceases to be eligible for appointment, the Co-Chairs may declare the member's position vacant.
10. When the number of Co-Chairs falls below three, the Deputy Vice-Chancellor (Academic) may appoint an eligible person to fill the vacancy, who serves the remainder of the former Co-Chairs term of office. Where a vacancy occurs in the other appointed or elected membership of the Committee, an eligible person may be appointed by the Co-Chairs to fill the vacancy, and serves the remainder of the former member's term of office.
11. Whenever an opportunity arises for the Co-Chairs to appoint a new member to the Committee, the Co-Chairs have regard to the current diversity balance of the Committee before making decisions regarding an appointment.

Roles and Responsibilities

12. The Committee exercises such roles and responsibilities as may be assigned to it by the Teaching and Learning Development Committee from time to time, but only such powers as are explicitly delegated to it.
13. The Committee's responsibilities are to:

- a. accredit, review and oversee the award of professional recognition to teaching and learning support staff at the Australian National University in three categories: Associate Fellow of the Higher Education Academy (AFHEA-D1); Fellow of the Higher Education Academy (FHEA-D2); and Senior Fellow of the Higher Education Academy (SFHEA-D3):
 - i. in awarding recognition in each of the three categories AFHEA, FHEA and SFHEA, the Committee shall affirm that the applicant meets the relevant Descriptor (D1, D2, or D3, respectively) of the AdvanceHE Professional Standards Framework (PSF). The PSF is available at this link: <https://www.advance-he.ac.uk/knowledge-hub/uk-professionalstandards-framework-ukpsf>;
 - ii. award of recognition will be offered in a manner consistent with the approved provisions of the University's ANU Educational Fellowship Scheme accreditation with AdvanceHE (UK), Innovation Way, York Science Park, Heslington, York, YO10 5BR, United Kingdom (www.heacademy.ac.uk);
- b. provide responsive and proactive advice on current and future developments, opportunities and risks related to the ANU's Education Fellowship Scheme's activities;
- c. encourage the development of improved teaching practices through a reflective lens;
- d. advise, as requested, the Pro Vice-Chancellor (Education and Digital) who is the primary contact between the ANU and AdvanceHE;
- e. and advise the Teaching and Learning Development Committee on:
 - i. Internal Initiatives:
 1. using local Champions (Academic and Professional) to: (1) encourage reflective professional development in Learning and Teaching through the uptake of fellowship; (2) better embed ANU EFS into Educational Structures within ANU; and (3) achieve better engagement with college education committees and Associate Deans (Education);
 2. greater recognition of Fellowship achievements in academic promotion processes, employment contracts and annual PDR processes;
 3. an expansion of Fellowship pathways to recognise alternative contributions to higher education teaching (e.g., research focused and supervisory fellowships);

4. the development of an EFS Community of Practice that self-organises its own fellowship activities and events; networking and sharing innovation and good practice with the broader community of students and teachers;
5. developing effective links with teaching focused units across the ANU (e.g., work with NECTAR to provide Educational Mentoring); and
6. encouraging the EFS Community of Fellows to actively instigate and/or contribute to campus-wide discussions on contemporary matters of educational interest; and

ii. External Initiatives that foster:

1. opportunities that bring together Australasian partnerships promoting the regional interests of Advance HE (e.g., a possible co-hosted Advance HE Australasian Conference);
2. opportunities to work more closely with accrediting units and agencies (e.g., Australasian Accredited Program Leaders Network);
3. connections with the network of Australasian Advance HE member institutions;
4. relationships that align *Advance HE* to other national Award and Recognition Programs (e.g., Universities Australia's Awards for University Teaching); and
5. cooperation with universities that share a common interest in sharing operational practices that improve the objectives of Advance HE.

Responsibilities of Members

14. Members of the Committee are expected to understand and observe the legal requirements of the [*Australian National University Act 1991*](#), the [*Public Governance, Performance and Accountability Act 2013*](#) and [University legislation](#).
15. Members are also expected to:
 - act in the interests of the University as a whole;
 - contribute the time needed to study and understand the papers provided;
 - apply good analytical skills, objectivity and good judgment; and
 - attend all Committee meetings.

Additional responsibilities of external Members

16. In addition to the responsibilities of internal members, external members have the following responsibilities:

- a. Lead External Assessor, who will:
 - i. be advised of all D1, D2 & D3 applications submitted on the two annual deadlines and will be able to request any application(s) before each ratification Committee meeting, as part of a 10% moderation sample.
 - ii. be advised of all D3 SFHEA Professional Conversation dates and will be able to request to participate before each ratification Committee meeting, as part of a moderation sample.
 - iii. have a role as moderator to ensure that the criteria of the relevant descriptor are reliably met before fellowship is awarded. This approach will allow the External Assessor to identify any potential concerns before fellowship judgements are confirmed.
 - iv. meet with at least one of the Co-Chairs prior to each Committee meeting to report and advise on any potential improvements on EFS processes, or any concerns about fellowship judgements.
 - v. report formally each year on the quality assurance and quality enhancement processes relating to participants' experience and appropriateness of fellowship judgements, in line with AdvanceHE requirements, for all pathways under the EFS accredited provision. This report will be provided to the EFS Committee in writing.
 - vi. will provide ANU PFHEA applicants with mentoring if agreed by all parties, for an additional fee.
- b. Second External Assessor, who will:
 - i. undertake the role of Lead Assessor in the SFHEA Professional Conversations, including assessment report and feedback.
 - ii. provide the Lead External Assessor with a report on their activities to contribute to the annual report.

Reporting

17. The Committee regularly, but at least once a year, reports to the Teaching and Learning Development Committee on its operation and activities. The report includes:

- a summary of the work it performed to fully discharge its responsibilities during the preceding year;

- details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended.
18. The Committee may, at any time, report to the Teaching and Learning Development Committee on any other matter it deems of sufficient importance to do so.
 19. The Committee will provide an annual report and other reporting to AdvanceHE. The report will include details of all applications considered by the Committee, the decision of the Committee in each instance and the outcome of any appeals to Committee decisions.

Administrative Arrangements

Meetings and Planning

20. The Committee shall meet up to four times per year on dates determined by the Committee.
21. A forward meeting plan, including meeting dates, location and agenda items, is agreed by the Committee each year. The forward meeting plan covers all its responsibilities, as detailed in this Charter.
22. The Co-Chairs are required to convene a meeting if asked to do so by at least 50% of the Committee members.
23. A Co-Chair convenes and presides at all meetings of the Committee at which they are present. The presiding Co-Chair has a deliberative and a casting vote on all matters before a meeting of the Committee.
24. The procedure at meetings of the Committee is determined by the person presiding over the meeting, taking into account the advice of the Committee members.
25. All matters relating to individual persons, including appointments, enrolment candidacy for degrees, personal details, performance and conduct are treated as confidential. Confidential items are so marked on the agenda and taken before any observers are admitted to the meeting. At the beginning of the meeting, members of the Committee may ask that other particular items on the agenda be treated as confidential and the Committee will determine this. During the course of the meeting, the presiding Co-Chair may declare a particular item to be confidential and observers are asked to leave until consideration of that item has finished. Where feasible, all confidential items are grouped together at the end of the agenda so that observers and invitees may leave the meeting and not be required to wait during discussion.

Attendance at Meetings and Quorums

26. A quorum consists of at least 50 per cent of Committee members who hold office for the time being, including at least three members who are SFHEA or PFHEA.
27. Meetings are held either in person or by video-conferencing, as determined by the Committee. Where a meeting is held in person, the external members may participate by telephone or videoconference; other Committee members may only participate in a meeting by telephone or videoconference with the prior consent of the Co-Chairs. The Secretariat shall arrange the telephone or videoconferencing facility.
28. An appointed/elected member of a Committee, other than an external member, who is unable to attend a meeting of the Committee may nominate an alternate from the same category of membership to attend the meeting on their behalf. An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.
29. An ex officio member of a Committee who is unable to attend a meeting of the Committee may nominate an alternate to attend the meeting on their behalf. The nominated alternate must be a senior member of staff from the same organisational unit as the member.
30. Alternates have the same rights and responsibilities as Committee members. An alternate may not be appointed a Co-Chair.
31. Meetings of the Committee are open to members of the ANU Council, academic and professional staff of University and to undergraduate and postgraduate students of the University, as observers. Observers register their intention to attend a meeting with the Committee Secretary in advance of the meeting; and are admitted by the Committee Secretary on a "first come first served" basis and within the constraints of available space in the meeting venue.
32. Observers may only speak if invited to do so by the Co-Chair presiding at the meeting and in such cases may only speak on the particular issue about which they were invited to speak. Observers may not bring recording equipment or cameras into the meeting.
33. The Co-Chairs may request any other ANU staff and/or external party to attend Committee meetings or participate in certain agenda items.

Sub-Committees and Working Parties

34. The Committee may establish one or more sub-committees or working parties to assist it in the carrying out of its functions.

Secretariat

35. The Centre for Learning and Teaching (CLT) provides secretariat support to the Committee.
36. The Co-Chairs and the Centre for Learning and Teaching are responsible for the development and preparation of reports and other papers to be presented to the Committee. Such reports and papers are submitted to Secretariat for inclusion in the agenda papers.
37. The Secretariat ensures the agenda and supporting papers for each meeting are circulated (via the Committee's [Sharepoint site](#)) after approval from the Co-Chair who presided at the meeting and at least seven days before the meeting.
38. The Secretariat ensures the minutes of the meetings are prepared and maintained. Minutes are approved by the Co-Chairs and circulated to each member of the Committee.

Conflicts of Interest

39. Committee members declare any material personal interests, whether they are actual, potential or perceived, at the start of each meeting or before discussion of the relevant agenda item or topic. Details of material personal interests declared by Committee members, and actions taken, are appropriately recorded in the minutes.

Induction

40. The Corporate Governance and Risk Office maintains a program of induction for Committee members to assist them to meet their Committee responsibilities. The Academic Portfolio assists the Corporate Governance and Risk Office in this task whenever requested.

Assessment and Review

41. The Co-Chairs, in consultation with the Teaching and Learning Development Committee Chair, initiates every second year a review of the performance of the Committee, and this Charter, with appropriate input sought from Committee members, the University Executive, College Deans and any other relevant stakeholders. The review of performance is conducted on a self-assessment basis unless otherwise determined by the Committee.

*Referred to Colleges at Teaching and Learning Development Committee meeting 3/2021
held on 13 May 2021*

Approved by Academic Board Meeting 4/2021