Responsibilities of the custodial dean for a new generation bachelor degree course

- oversee delivery of the degree
- oversee delivery of related student services through student centre (except where delegated to the Office of the Provost)
- oversee development of the degree business plan
- guide academic development within strategic plan
- oversee implementation of the degree’s business plan
- oversee faculty contributions to marketing and recruitment activities for the degree, including: support for activities occurring on campus; developing, managing and enhancing relationships with discipline specific groups and professional associations; provision of content for publications, newsletters and prospectuses; and maintenance of the degree websites for future students according to Office of Admissions guidelines
- support the Program Director to achieve other Key Performance Indicators (KPIs) for the degree
- ensure appropriate resources are brought to the degree
- work with other deans to provide strategic guidance for the degrees
- provide strategic advice to the Senior Executive Committee on matters concerning the degree
- fulfil any statutory obligations as Dean of the Faculty to which the program has been assigned for administrative purposes

Responsibilities of deans of all faculties contributing core studies or pathways in a new generation bachelor degree course

- guide relevant academic development within strategic plan
- support program director and custodial dean to achieve key performance indicators for the degree
- ensure appropriate resources are brought to the course in collaboration with other deans
- assign staff to the degree
- require assigned staff to address quality issues

Responsibilities of the program director for the Bachelor of Biomedicine, Bachelor of Environments and Bachelor of Science

- chair Course Standing Committee (CSC)
- oversee curriculum review
- coordinate program delivery
- monitor quality of teaching delivery
- identify and gain approval for improvements in quality of design and delivery
- communicate accurate information about the program to students and student advisors, including via the University’s website
- advise custodial dean on resourcing issues
- under the guidance of the custodial dean and with the support of custodial faculty resources as agreed in a prior business planning process, prepare the course business plan
• advise deans on quality and potential strategic issues
• assist the custodial dean and the custodial faculty marketing and recruitment staff in marketing and recruitment activities
• provide academic leadership for academic policy implementation, and student services
• oversee coordination of communication between the student centres and academic contacts, especially coordinators of course majors and year levels

REVIEW

This schedule is to be reviewed by 30 June 2015.

VERSION HISTORY

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