



## Teaching and Learning Leadership Roles Policy

**Policy Number:** *[Insert policy number here]*

**Policy Title:** Teaching and Learning Leadership Roles Policy

**Policy Owner:** PVC Academic

**Policy Contact Officer:** Manager, Quality and Standards Office

**Key words:** *teaching quality, student experience, academic governance*

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### 1. PURPOSE

The purpose of this Policy is to identify and describe the range of roles and responsibilities that are performed by staff in all coursework Programmes to ensure the highest quality educational experience for all students as well as support for required regulatory and external licensing frameworks.

### 2. SCOPE

This Policy applies to all coursework Programmes offered across the University, including postgraduate, undergraduate, vocational education and training (TVET) and non-award courses. All faculties and teaching areas must abide by this Policy.

### 3. DEFINITIONS

For this Policy the following definitions apply:

<b>TERMS:</b>	<b>DEFINITIONS:</b>
Non-award	A programme of study not recognized under the Solomon Island Qualification Framework.
Programme	A Programme is an approved set of academic requirements that lead to a qualification that is registered by the University.
Teaching Area	Non-faculty areas where Programmes are developed and delivered.
Unit	An individual component that contributes to the completion of an academic Programme.

### 4. POLICY PRINCIPLES

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- 4.1 Solomon Islands National University values both the quality of its academic Programmes and excellence in all aspects of teaching and learning. These are achieved through coordination of teaching-related activities at Programme level, and coordinating teaching roles within teaching areas, School, Faculty, and University levels.
  - 4.2 Learning and teaching leadership roles support the University align all teaching activities to the mission of the University as outlined in the *Strategic Plan*.
  - 4.3 Consistency in roles and responsibilities, as well as committee structures, assists communication across the University and as such, alternative roles require approval of the PVC Academic.
  - 4.4 All significant responsibilities in teaching and learning are formally allocated to a nominated person, and the holder of that role is aware of the responsibilities they have been allocated.

## **5. POLICY INFORMATION**

In relation to academic quality, the Senate assumes overall responsibility for effective academic governance within the University, under the direction of the Chair. Faculties, teaching areas and specific roles across the University, support the role of the Senate through the designation of roles and responsibilities listed below.

### **5.1 Pro Vice-Chancellor – Academic**

- 5.1.1 Provide strategic leadership of the learning and teaching agenda university-wide, including aligning Programmes to national requirements.
- 5.1.2 Provide oversight of the University's approach to education-related academic operations including providing active leadership in formulating appropriate plans and policies.
- 5.1.3 Oversee academic quality, especially as it relates to learning and teaching, in collaboration with the Senate and the Standards and Quality Office consistent with requirements of Solomon Islands Tertiary Education and Skills Authority and other agencies.
- 5.1.4 Coordinate the process of compliance with the Solomon Islands Tertiary Education and Skills Authority Act 2017 across the University in collaboration with internal stakeholders.
- 5.1.5 Chair Quality Assurance Committee, Senate.

### **5.2 Manager, Standards and Quality Office**

With the support of the PVC Academic:

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- 5.2.1 Collaborate with Associate Deans Teaching and Learning on issues of learning and teaching quality.
  - 5.2.2 Support academic quality, especially as it relates to learning and teaching, in collaboration with the Senate consistent with requirements of SITESA and other agencies.
  - 5.2.3 Coordinate and enhance university-wide measures to gather student feedback on learning and teaching quality.
  - 5.2.4 Promote academic staff development in learning and teaching in collaboration with Faculties.
  - 5.2.5 Ensure all academic policies support the University to achieve its stated ambitions.
  - 5.2.6 Coordinate the oversight of quality assurance arrangements internally and with any external entities consistent with relevant regulatory frameworks.

### **5.3 University Registrar**

With the support of the PVC Academic:

- 5.3.1 Coordinate the integrity of the admission and enrolment processes for all award and non-award offerings.
- 5.3.2 Oversee the processes for progression and completion of Programmes.
- 5.3.3 Provide leadership and coordinate processes for recognition of prior learning and credit transfer.
- 5.3.4 Coordinate the processes for certification of results including semester reports to Senate.
- 5.3.5 Coordinate the graduation processes including issuance of qualifications according to relevant quality standards.

### **5.4 Faculty Deans**

With the support of the PVC Academic:

- 5.4.1 Ensure appropriate academic staff induction to learning and teaching within the University.
- 5.4.2 Provide strategic leadership of the Faculty including leadership in the provision of resources for all Programmes offered and ensure there is strong alignment of Programme offerings to the SINU Strategic Plan and national human resource needs.
- 5.4.3 Ensure appropriate expertise of staff teaching within the Faculty to deliver quality Programmes.
- 5.4.4 Ensure credit arrangements are consistent with the Solomon Islands Qualifications Framework.
- 5.4.5 Ensure Associate Deans Teaching and Learning and Faculty staff work together to progress learning and teaching quality issues, including completing Programme and Unit Review processes as required by relevant policies.

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- 5.4.6 Present annual reports to the Senate on learning and teaching activities over the previous year.
  - 5.4.7 Ensure Student Feedback on Unit reports are actioned by relevant Programme Coordinators.
  - 5.4.8 Review learning and teaching performance as aligned to Strategic Plan and adjust accordingly.

## **5.5 Associate Deans, Teaching & Learning/Director, Teaching Areas**

With the support of the Faculty Dean:

- 5.5.1 Promote learning and teaching quality, working collaboratively with Faculty Deans, Heads of Schools/departments to enhance learning and teaching, including support for all Programme and Unit Coordinators.
- 5.5.2 Collaborate with the *Standards and Quality Office* to promote learning and teaching quality, including actioning all requests to support SITESA compliance.
- 5.5.3 Coordinate the Faculty Board matters in relation to learning and teaching
- 5.5.4 Ensure academic quality policies e.g. Curriculum design for Programme and Units Policy, Assessment Policy, Credit Transfer Policy are well understood by staff, and provide advice and guidance for Programme and Unit Coordinators.
- 5.5.5 Align University Programme outcomes to the aspirations stated in the Strategic Plan, including the support for embedding Indigenous Knowledges in Programmes.
- 5.5.6 Review and oversee any franchising arrangements with third party providers
- 5.5.7 Provide support to Programme Coordinators to conduct reviews as required by the Programme Development and Review Policy.
- 5.5.8 Support review of credit arrangements that are consistent with the *Solomon Islands Qualifications Framework*.
- 5.5.9 Chair Faculty Boards and represent the Faculty on relevant committees.

## **5.6 Heads of School/Department/Directors of Teaching Areas**

With the support of the Faculty Dean and ADTL:

- 5.6.1 Oversee academic quality within schools/departments ensuring compliance to relevant regulatory frameworks including Solomon Islands Tertiary Education and Skills Authority Quality Standards.
- 5.6.2 Engage with Associate Dean Teaching and Learning s to promote learning and teaching quality.
- 5.6.3 Provide strategic oversight of discipline and Programme development.
- 5.6.4 Ensure individuals in schools/departments teaching areas comply with all academic policies.
- 5.6.5 Implement measures to respond to student feedback data to ensure cyclical improvement.
- 5.6.6 Provide individual academic staff with feedback on the quality of their teaching.

## 5.7 Programme Coordinator

With the support of the relevant line manager and Associate Dean, Teaching and Learning:

- 5.7.1 Lead the development, and review of the Programme in consultation with stakeholders and students, and in alignment with faculty and University policies, strategic objectives and contemporary teaching and learning practices in accordance with *Programme Development and Review Policy*.
- 5.7.2 Ensure the Programme structure, volume of learning and learning outcomes align with the requirements of the *Solomon Islands Qualification Framework*.
- 5.7.3 Liaise and collaborate with Unit Coordinators, to ensure the alignment of units to Programme Learning outcomes.
- 5.7.4 Consult with external stakeholders, including professional associations, potential employers of graduates, graduates and alumni, and accreditation and registration authorities where appropriate.
- 5.7.5 Actively benchmark entry standards and Programme learning outcomes to ensure the comparability of qualifications.
- 5.7.6 Monitor the student experience and Programme-specific learning outcomes through internal and external quality assurance data and active benchmarking ensuring the Programme meets *SINU Strategic Plan* and national labour needs.
- 5.7.7 Lead the periodic review of the Programme, as required by the *Programme Development and Review Policy* ensuring the appropriate reports are tabled to relevant committees in a timely manner.
- 5.7.8 Provide advice on credit arrangements that are consistent with the Solomon Islands Qualifications Framework.
- 5.7.9 Collaborate with Admission and Enrolment Team from *Student Academic Services* to ensure the efficient processing of admissions, enrolment, credit and recognition of prior learning as per the relevant policies.
- 5.7.10 Collaborate with Unit Coordinators to facilitate compliance with all relevant SINU academic policies, including unit design and assessment, and moderation activities.
- 5.7.11 Collate the results of Unit Coordinators in University template and present to the School Academic Board for endorsement of results.

## 5.8 Unit Coordinator

With the support of the relevant line manager, and Programme Coordinator:

- 5.8.1 Oversee the design, planning, and delivery of a unit in accordance with the relevant policies.
- 5.8.2 Monitor the student experience and the achievement of unit learning outcomes.
- 5.8.3 Develop the unit description and required unit material including the completion of the learning management system site in accordance with University requirements.

- 5.8.4 Communicate information in a timely manner to relevant staff and students in relation to unit requirements, including to Student Administration Services staff.
- 5.8.5 Undertake moderation of all assessment tasks, and ensuring integrity of unit assessment as required in the Assessment Policy and Academic Integrity Policy to assure the reliability of grades and results.
- 5.8.6 Submit the Unit results to Programme coordinator in a timely manner.

**5.9 Academic Counsellors**

With the support and guidance of the relevant Programme Coordinator,

- 5.9.1 Provide accurate advice to students in relation to unit enrolment and Programme completion.
- 5.9.2 Provide advice to students on progression requirements according to the approved structure to complete the requirements of the qualification.
- 5.9.3 Assist students map their own progress in Programmes, ensuring pre-requisites are undertaken.
- 5.9.4 Refer students to available support services to enhance their academic progress and wellbeing.
- 5.9.5 Collaborate with Admission and Enrolment Team from Student Academic Services to ensure integrity of enrolment processes.

**6. ACCOUNTABILITIES - ROLES AND RESPONSIBILITIES**

- 6.1 The workload associated with each learning and teaching role is reflected in the requirements of the *Academic Staff Workload Policy*. Workload recognition for Programme and Unit Coordinators should reflect student numbers, modes of delivery, and programme locations including oversight of any third-party arrangements.
- 6.2 As a core role in academic governance and academic quality, the role of Associate Dean Teaching and Learning will be an experienced and senior academic. Significant workload relief should be considered for these roles, depending on the number of programmes and students.
- 6.3 Line management of all academic and teaching staff remains with the appointed staff member (usually Head of School or equivalent).
- 6.4 The appointment process for the Faculty/Teaching Area roles is noted as follows:

<b>Role</b>	<b>Appointment authority</b>	<b>Term/Renewal</b>
PVC Academic	Vice Chancellor, consistent with relevant HR Policies	As per HR policies
Manager, Standards and Quality Office	Appointed as per relevant University policies and processes	As per HR policies

University Registrar	Appointed as per relevant University policies and processes	As per HR policies
Faculty Dean/Director	Appointed as per relevant University policies and processes	As per HR policies
Heads of Schools/or Directors of teaching areas	Appointed as per relevant University policies and processes	As per HR policies
Associate Deans (Teaching and Learning)	Faculty Deans following a due recruitment process involving a selection panel.	Three years renewable
Programme Coordinators	Appointment by the Faculty Deans in collaboration with relevant Heads of School	Up to three years renewable
Unit Coordinators:	Appointed by the relevant discipline Head/Teaching Area lead	Up to three years renewable
Academic Counsellors	Appointed by the relevant discipline Faculty Deans or equivalent in collaboration with relevant Heads of School	Up to two years, renewable

## 7. RELATED DOCUMENTS **(draft only)**

Solomon Islands Tertiary Education and Skills Authority Act (2017)  
 SINU Act (2012) with Amendment 2014)  
 SINU Strategic Plan  
 Staff Academic Workload Policy  
 Curriculum Design for Programme and Unit Policy  
 Assessment and Feedback Policy  
 Programme Development and Review Policy  
 Teaching and Learning Policy.

## 8. MONITORING AND REVIEW

8.1 The Policy Owner is responsible for reviewing this policy annually and ensuring compliance in each Faculty and Teaching Area.

8.2 The Director HR is responsible for compliance with appointment and tenure of roles as per section 6.2 of this Policy.

## 9. APPROVAL AND AMENDMENT HISTORY



<b><i>Policy Approved by:</i></b>	<b><i>SINU Council</i></b>
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