



University of  
South Australia

## Service and Collaborative Teaching Arrangements

**POLICY NO:** A-54.3

**DATE OF APPROVAL:** September 2008

**LATEST AMENDMENT:** December 2019

**REFERENCE AUTHORITY:** Provost and Chief Academic Officer

### CROSS-REFERENCES:

- [A-35.A: Quality Assurance and improvement: Programs, courses and teaching arrangements](#)
- [A-49: Postgraduate coursework degrees with a significant research component](#)
- [Program Approval Manual \(PAM\)](#)

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#### Preamble

The intent of this policy is to facilitate collaborative teaching, whereby staff in one Academic Unit who have expertise in a given subject area are available to teach in a program offered by another Academic Unit that requires that expertise.

A key objective is to avoid the unnecessary duplication of content and courses.

The policy defines the different types of service teaching arrangements; provides a framework within which service teaching arrangements should be negotiated; and provides procedures to review and resolve issues which may arise within a service teaching arrangement.

#### Scope

This policy applies to all Academic Units and all coursework programs, and includes any arrangement where more than one Academic Unit has entered into a shared teaching arrangement.

## Definitions

**Program owner:** the Academic Unit that owns the program into which the service course is being delivered.

**Provider:** the Academic Unit/s providing the service course;

**Service teaching:** any arrangement for designing and/or providing subject expertise within a course, or as part of a course, to students from another Academic Unit.

**Service course:** any course included in a program that is provided by an Academic Unit other than the Academic Unit that owns the program.

**Shared teaching:** an arrangement where two or more Academic Units jointly own a course. Joint ownership is recorded on the course statement and student record system.

## Principles

The principles underpinning this policy are:

1. UniSA will avoid duplicating content and courses.
2. UniSA will enhance high quality and relevant teaching and learning through:
  - 2.1 Consultation and collaboration between subject experts and program owners about the content, objectives, teaching and learning arrangements and assessment of service courses; and
  - 2.2 Conducting appropriate consultation at all levels of the University as part of program development and delivery; and
  - 2.3 Ensuring that the most appropriate Academic Unit/s contribute to the course and program delivery.
  - 2.4 The existence of a particular discipline or professional area of study in a given Academic Unit does not imply exclusive ownership of that subject area where the application of that knowledge is multi-disciplinary.

## Policy

3. A service teaching arrangement will be negotiated when:
  - 3.1 Substantial content of an existing course or courses in a given Academic Unit coincides with that of a proposed course or courses in another Academic Unit.
  - 3.2 Substantial content of a proposed course or courses from a given Academic Unit coincides with the subject matter of the discipline or professional area of another Academic Unit. The other Academic Unit may need to modify or create a course to meet the teaching and learning requirements of the proposed course/s.
  - 3.3 Substantial content of a proposed course or courses from a given Academic Unit overlaps with the subject matter of the disciplines or professional areas of another Academic Unit (i.e. it includes material that is multi-disciplinary in nature).
4. Service and shared teaching arrangements will be mutually beneficial to all Academic Units and may take different forms including, but not limited to:
  - 4.1 A generic course owned, designed, and fully service-taught by the provider Academic Unit to a program owner or range of program owners; or
  - 4.2 A course owned and fully service-taught by the provider but customised with involvement from the program owner to provide relevant and appropriate discipline-specific context, examples and applications; or

- 4.3** A course that is co-taught as a result of a formal, shared teaching arrangement.
- 5.** Course and program development resulting from the establishment of a service teaching arrangement will be in accordance with the requirements of the [Program Approval Manual](#) and include documentation of the associated consultation process. As part of program development and amendment:
- 5.1** Academic Unit Boards are responsible for ensuring that course duplication and proliferation does not occur by establishing appropriate service teaching arrangements for that Academic Unit's programs; and
- 5.2** Executive Deans, or delegates, are responsible for initiating discussions for potential service teaching provision as part of the Academic Unit's program and course review and development requirements.
- 6.** Service teaching arrangements will be subject to University budget requirements ensuring appropriate allocations to the area responsible for delivery of the course as well as the area responsible for the program.
- 7.** Evaluation of service courses will be subject to the requirements for course evaluation specified in policy [A-35.A: Quality Assurance and improvement: Programs, courses and teaching arrangements](#), and any additional mutually agreed evaluative processes established as part of the service teaching arrangement (see clause 12 below).
- 8.** Where a reduction or withdrawal from a service teaching arrangement is required as part of a program review or amendment, the provider must receive adequate notice and an opportunity to participate in consultation. Evidence of this consultation forms part of the program/course amendment documentation.

## Procedures

- 9.** Service teaching arrangements will be negotiated between Executive Deans, or delegates, and relevant teaching staff, and will be documented as a formal service agreement between relevant Academic Units.
- 10.** The following issues will be clearly defined in the formal service agreement:
- which Academic Unit owns the course
  - which Academic Unit determines the course objectives, content, teaching and learning arrangements, and assessment
  - the role of the course in the program (e.g. core, part of a major sequence etc.)
  - any shared teaching arrangements
  - financial arrangements (see clause 8 above)
  - mechanisms, frequency and process for course evaluation (see clause 9 above), and expectations of the quality of the learning outcomes
  - structures and mechanisms to monitor and ensure the ongoing satisfaction with the arrangement (e.g. joint review of student evaluation data, joint moderation of student assessment, shared course coordination responsibilities)
  - consultation processes, if any amendments to the course are required either as a result of changes to the program in which the course is taught (see clause 10 above) or changes within the provider Academic Unit (e.g. availability of teaching staff)
  - timeframes for consultation and methods of notification, if changes are required
  - which staff members will be involved in liaising on each aspect of the arrangement, and the mechanisms and frequency of liaising.

**AMENDMENTS:**

Director: Student and Academic Services – January 2011  
Provost and Chief Academic Officer – September 2018  
Vice-Chancellor – December 2019