

Office of Governance Services maintains the University Policies database—a searchable database of all of the University's policies. This update provides information about changes to the University Policies database during the period of May 2011 — July 2011.

The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

## NEW UNIVERSITY POLICY

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- Research Misconduct

## UPDATED UNIVERSITY POLICIES

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### APPROVED BY COUNCIL

None during this period

### APPROVED BY VICE-CHANCELLOR

- Probation Policy – All Staff
- Organisation Structure and Position Establishment
- Recruitment, Selection and Appointment
- Academic Prizes
- Moderation of Unit Outcomes
- Course and Unit Approval Policy
- Postgraduate Research: PhD by Publication
- Consultative Committees – Industry/Employer Advisory Mechanism
- Professional Development for Tertiary Teachers
- Course and Unit Review Policy
- English Standards
- Privacy Policy
- e-Learning Policy

### APPROVED BY POLICY OWNER

- Vehicle – University and Private Vehicles – Staff and Student Use of
- Access to Information Relating to ECU Staff and/or Students for Research Purposes
- Alcohol on Campus

## RESCINDED POLICIES

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- Probation – General Staff
- Management of Staffing Establishments
- Museums and Collections
- Disability Policy

## NEW UNIVERSITY POLICIES

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### **Research Misconduct [ac091 / PL232]**

This policy establishes a framework for dealing with breaches of the Australian code for the responsible conduct of research (Australian Government, 2007) (the Code) and research misconduct, and the appropriate action in the event of an allegation of a breach of the Code or research misconduct.

[ [POLICY JUMP TO](#) ]

## UNIVERSITY POLICY UPDATES

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### APPROVED BY COUNCIL

No policy updates were approved by Council during the period May to July 2011.

### APPROVED BY VICE-CHANCELLOR

### **Probation Policy – All Staff [hr076 / PL138]**

To outline the structure of a formal probation period. This includes the setting of objectives consistent with the university's behavioural expectations, the establishment and review of performance expectations during the probationary period, and making decisions on the final probation outcome.

[ [POLICY JUMP TO](#) ]

### **Organisation Structure and Position Establishment [hr113 / PL156]**

To ensure the University provides an effective and consistent approach to the establishment of new General Staff positions, determination of a position's classification and management of its staffing establishment that records the organisation's structure, reporting relationships and position details, to accurately reflect current operations.

[ [POLICY JUMP TO](#) ]

## **Recruitment, Selection and Appointment** **[hr131 / PL168]**

To define the University's approach to recruitment, selection, appointment and recognition of prior service (transfer of leave credits).

[ [POLICY JUMP TO](#) ]

## **Academic Prizes** **[ac002 / PL001]**

To provide a framework to guide and assist the University in the establishment and administration of academic prizes.

[ [POLICY JUMP TO](#) ]

## **Moderation of Unit Outcomes** **[ac080 / PL053]**

To guide the process of ensuring equivalence in learning outcomes among all unit offerings.

[ [POLICY JUMP TO](#) ]

## **Course and Unit Approval Policy** **[ac086 / PL127]**

The intent of this policy is to provide a framework for the development, approval and maintenance of all courses and units at ECU.

[ [POLICY JUMP TO](#) ]

## **Postgraduate Research: PhD by Publications** **[ac063 / PL036]**

The intent of this policy is to specify the formal requirements of a thesis submitted in the form of a series of published papers.

[ [POLICY JUMP TO](#) ]

## **Consultative Committees – Industry/Employer Advisory Mechanism** **[ci003 / PL099]**

To provide a consultative process which results in the University receiving advice from industry, employers and the community on its courses, teaching, research and professional and community engagement.

[ [POLICY JUMP TO](#) ]

## **Professional Development for Tertiary Teachers** **[ac043 / PL109]**

To address the needs of academic staff in the development of teaching skills through targeted professional development.

[ [POLICY JUMP TO](#) ]

## **Course and Unit Review Policy** **[ac079 / PL052]**

The purpose of this policy is to articulate the review processes that are to be undertaken in relation to courses and units at ECU. This policy will guide the process of review and continuous improvement of courses and units at ECU.

[ [POLICY JUMP TO](#) ]

## **English Standards** **[ac062 / PL035]**

This policy defines the minimum English standards required for entry to ECU award courses.

[ [POLICY JUMP TO](#) ]

## **Privacy Policy** **[ad067 / PL090]**

To support privacy of data through appropriate management of personal and health information of students, staff and third parties.

[ [POLICY JUMP TO](#) ]

## **e-Learning Policy** **[ac083 / PL216]**

This policy articulates ECU's aims and goals in relation to the use of ICT for learning and teaching.

[ [POLICY JUMP TO](#) ]

### APPROVED BY POLICY OWNERS

## **Vehicle – University and Private Vehicles – Staff and Student Use of [fs031 / PL114]**

[ [POLICY JUMP TO](#) ]

## **Access to Information Relating to ECU Staff and/or Students for Research Purposes**

**[ac070 / PL043]**

[ [POLICY JUMP TO](#) ]

## **Alcohol on Campus [fs020 / PL110]**

[ [POLICY JUMP TO](#) ]

## FURTHER INFORMATION

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### POLICIES AND THEIR DEVELOPMENT

#### **Policy Framework Policy** [ad063 / PL086]

This policy was approved by Council on 26 June 2008. This policy provides a framework for the development and maintenance of University policies and is intended to increase consistency and transparency in decision-making across the University.

[ [POLICY JUMP TO](#) ]

#### **Policy Template**

All new and reviewed policies should be in the format of this approved Policy Template.

[ [POLICY TEMPLATE JUMP TO](#) ]

#### **Policy Guidelines**

These guidelines will provide you with additional information about how to develop a policy

[ [POLICY GUIDELINES JUMP TO](#) ]

#### **Policy Contacts**

For useful contact information about policies at ECU.

[ [POLICY CONTACTS JUMP TO](#) ]

## POLICY DATABASE

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### INFORMATION ABOUT THE NEW ECU POLICY AND LEGISLATION DIRECTORY

The new ECU Policies and Legislation Directory is now open for access to all staff to peruse and test it. Please note it is still in development, but is currently located at:

<http://trim-gateway/policies%20and%20procedures/default.aspx>

This system will replace the existing policy database, and represents improved searching ability (all policy documents are stored internally within the TERMS database) & makes available policy documents in the standard formats of PDF & txt in addition to the University Statutes, Rules and By-Laws,

Searching of the database can be performed using any of the following methods:

1. Search functionality across all policies, rules statutes & by-laws includes:
  - 'Title'
  - 'Title & Abstract' (*the 'Abstract' refers to the 'Intent' section of a policy*)
  - 'Owner'
  - 'Document Code' (*please note that there will be a new numbering system for policies, so as to include references to Statutes, Rules and By-Laws. You will be unable to search via old document codes*)
2. the 'Browse For' window allows for searching across four main categories:
  - Research
  - Studying
  - Working
  - Statutes, University Rules & By Laws
3. An additional feature, searching via the displayed list of Thesaurus keywords, allows users to select from the alphabetical list of keywords, and then click on the appropriate term to display all records linked to that term.

Please take the time to look at the new Policy and Legislation Directory and if you have any queries feel free to contact either Aisling Vennitti ([a.ging@ecu.edu.au](mailto:a.ging@ecu.edu.au) or ext 2443) or Barry Green ([b.green@ecu.edu.au](mailto:b.green@ecu.edu.au) or ext 2060).