

## Legal Education Associate Deans Network

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<http://www.lawteachnetwork.org/index.html>

### Key information checklist for new Law School Associate Deans (Education/Teaching & Learning) and Law School Directors of Teaching & Learning

*This checklist is designed to provide assistance in adjusting to your new role by providing key items, resources and questions you should consider. This checklist has been compiled with input by members of the Legal Education Associate Deans Network at the September 2014 Network meeting.*

- LEAD website.** Have you seen the Legal Education Associate Dean's website? This should be your first stop. It contains many resources, and links to key items. It also contains a list of all Law ADE's in Australia. See the website at <http://www.lawteachnetwork.org/>.
  - ✓ Key resources on the LEAD website include the **Good Practice Guides** - <http://www.lawteachnetwork.org/resources.html>
  - ✓ Information about the **Threshold Learning Outcomes** - <http://www.lawteachnetwork.org/tlo.html> (note that there are different ones for the LLB and JD),
  - ✓ and resources from the **Smart Casual project** which provide excellent resources about the practical and pedagogical aspects of teaching law - <http://www.lawteachnetwork.org/smartcasual.html>
  - ✓ Note that links to many of the items listed below are also provided on the LEAD website.
  
- The **Australian Qualifications Framework (AQF)**. The 2<sup>nd</sup> edition (January 2013) of the AQF is currently available. The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualifications framework. See the website at <http://www.aqf.edu.au/>
  
- The **Tertiary Education Quality and Standards Agency (TEQSA)**. TEQSA is Australia's independent national regulator of the higher education sector. See <http://www.teqsa.gov.au/>

- The **Council of Australian Law Deans (CALD)**. CALD is the peak body of Australian Law Schools. The Deans of each law school in Australia comprise the members of the Council and they meet regularly throughout the year. The CALD website includes important documents including the *Standards for Australian Law Schools*, adopted by CALD in November 2009 and amended in March 2013. CALD is at <http://www.cald.asn.au/home>.
  - ✓ The important CALD Standards for Australian Law Schools document is available on the LEAD website or by clicking here <http://www.cald.asn.au/assets/lists/ALSSC%20Resources/CALD%20Standards%20As%20adopted%2017%20November%202009%20and%20Amended%20to%20March%202013.pdf>
  
- You need to be aware of the relevant **admitting authority** in your jurisdiction. You should also be aware of the **Law Admissions Consultative Committee (LACC)**. LACC is at <http://www1.lawcouncil.asn.au/LACC/>. To save you time, information about LACC, links to key LACC documents and links to the different State and Territory admitting authorities are collected on the LEAD website at <http://www.lawteachnetwork.org/links.html>. A key LACC document is the Uniform Admission rules.
  - ✓ You should familiarise yourself with the relevant rules and legislation relating to admission and accrediting law degrees in your jurisdiction. For example in NSW see the *Legal Profession Act 2004* (NSW) section 24 'Eligibility of admission' and the *Legal Profession Admission Rules 2005* (NSW) rules 43 – 45A which look at accredited law degrees and rule 95 which outlines the academic requirements for admission (The Priestley 11).
  
- The **Australasian Law Teachers Association (ALTA)**. ALTA is a professional body which represents the interests of law teachers in Australia, New Zealand, Papua New Guinea and the Pacific Islands. It organises an annual conference on legal education topics, as well as having a corresponding journal: the *Journal of the Australasian Law Teachers Association (JALTA)*. See <http://www.alt.edu.au/default.aspx>.
  
- Are there any other external regulatory standards?
  
- What are your **internal regulatory standards**?
  - ✓ Internal governance.
  - ✓ Reporting structure.

- Just mentioning the **Good Practice Guides** again. These guides produced by LEAD are an excellent resource for thinking about program and curriculum design and development. Note that there is an updated version of the Statutory Interpretation guide coming soon.
  - ✓ Get them at <http://www.lawteachnetwork.org/resources.html>.
  
- The Office of Learning and Teaching (OLT)**. On 16 November 2011, the Australian Government announced the establishment of the Office for Learning and Teaching (OLT). The OLT has funding of \$58.8 million over four years through the Promotion of Excellence in Learning and Teaching in Higher Education Program. The OLT promotes and supports change in higher education institutions for the enhancement of learning and teaching. LEAD was established with OLT funding. For more see <http://www.olt.gov.au/> .
  
- What are your University's **assessment** policies?
  
- What are your faculty's **assessment** policies?
  
- Are there any University and/or faculty committees that are relevant to your position?
  - ✓ Are you required to participate in the committees?
  - ✓ Do you have information on what it means to be on the committee – i.e. what is required of you?
  
- What are the University and faculty policies on academic misconduct?
  
- Who are the **other people** in the faculty? What are their roles? Do you know who is responsible for what?
  - ✓ Is the organisational structure clear?
  
- Mentoring and support**. Is there mentoring in your school? What other support services are available? Counselling?
  - ✓ Is there a peer review framework or process?
  
- Does your new role require you to do any **new training**? Do you have the skills to do what is required?
  - ✓ Who do you talk to about getting additional training if you need it?
  
- What is the promotion policy in the faculty?

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