

RACI Accreditation Committee

Terms of Reference

Overview and Scope

The Accreditation Committee is responsible for the accreditation of all chemistry-based degrees in Australia based on the minimum threshold learning criteria. The following guiding principles apply:

- Recognise the importance of accreditation as a measure of external validity of the quality of courses in chemistry and related subjects.
- Keep the RACI apprised of contemporary curricular, pedagogical and assessment practices of chemistry and related subjects across the tertiary sector.
- Appreciate that the reputation of the RACI is used to endorse the quality of courses against agreed standards.
- Ensure that accreditation operations are conducted within an approved budget envelope.
- Link with sister organisations, such as the Royal Chemical Society, with a view to share experiences related to accreditation and to potentially collaborate.

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- Ensure the Board is apprised of all matters relating to accreditation of courses in chemistry and related subjects.
- Provide advice to the Board on matters relating to accreditation of courses in chemistry and related subjects.
- Develop, review, and recommend to the Board the standards to be adopted for the accreditation of courses in chemistry and related subjects.
- Advise the Board on fees levied to tertiary institutions for accreditation of courses in chemistry and related subjects.
- Communicate to RACI members on matters relating to accreditation of courses in chemistry and related subjects.
- Review and oversee the implementation of processes for accreditation of courses in chemistry and related subjects approved by the Board.
- Train accreditors to apply the standards approved by the Board in the assessment of new and existing courses in chemistry and related subjects.
- Review courses in chemistry and related subjects on a periodic cycle by facilitating site visits to tertiary institutions by approved trained accreditors to ensure that courses in chemistry and related subjects meet or continue to meet the accreditation standards.
- Assess whether standards approved by the Board in the assessment of new and existing courses are appropriately applied by approved trained accreditors.
- Recommend to the Board the accreditation of courses in chemistry and related subjects reviewed against the accreditation standards.

Conflict of Interest

If an Accreditation Committee member perceives a conflict of interest with an application under assessment, this must be reported to the committee and a majority decision made to uphold the conflict of interest or not. If the ruling is that a conflict of interest exists, the committee member must abstain from assessing the application. Conflicts of interest arise when the committee member is in a close relationship with the university or head of school of that university in a personal or professional sense.

Meeting Frequency

The Accreditation Committee shall meet not less than 4 times per year. with the Chair responsible for determining if more meetings are required to enable the Accreditation Committee to perform its responsibilities.

Membership

The membership of the Accreditation Committee shall comprise:

- the Chair appointed by the Board of the RACI,
- a Board representative,
- a maximum of 4 additional members, suggested by the committee and approved by the Board,

The membership of the committee must be diverse in terms of gender, background, and professional sector, such as, but not limited to education, research, government, industry.

Terms

Members of the Accreditation Committee are expected to serve for 2 years with a maximum of 3 consecutive terms as a member of the Accreditation Committee allowed.

If a new member of the Accreditation Committee is required, the Chair must call for expressions of interest from the RACI membership. The committee will rank the expressions of interest received and propose a shortlist to the Board. New members are to be approved by the Board.

If a new Chair is required, the committee will propose a new Chair from its current members. It is recommended that a Chair has served for at least 1 year as a committee member. The Chair is to be approved by the Board.

Reporting

The Board representative on this committee will report at each face to face meeting of the Board. An annual report will be prepared for tabling at the Assembly meeting.

Document name	Terms of reference	Version	1
	Accreditation Committee	Date	4 November 2020
Drafted by	Chair, Daniel Southam/CEO	Approved by Board on	November 2020
Responsible person	Committee Chair	Scheduled review date	November 2021