Unit Guide Procedure Flowchart

**RESOURCES**

Prepare Unit Guide

Seek Unit Guide review by colleague familiar with discipline area / revise as appropriate

Review all draft Unit Guides & advise Unit Convenor, or Senior Teacher (MUIC), of required / recommended changes

Amend Unit Guide in accordance with feedback provided

**ACTIONS**

**RESPONSIBILITY**

Unit Convenor, or Senior Teacher (MUIC)

Unit Convenor, or Senior Teacher (MUIC)

Head of Department, Program Director, or Program Manager (MUIC) #or nominee

Unit Convenor, or Senior Teacher (MUIC)

**APPROVAL / PUBLICATION**

Does Head of Department, Program Director, or Program Manager (MUIC) approve Unit Guide?

Ensure publication of Unit Guide in accordance with required timeframes

Head of Department, Program Director, or Program Manager (MUIC) #or nominee

Unit Convenor, or Senior Teacher (MUIC)

**LATE CHANGES**

If late changes are required, submit for approval (excludes housekeeping changes such as to contact details or the correction of errors)

Review requests for substantive late changes to Unit Guides after teaching period has commenced

Does Associate Dean, Learning and Teaching, or Associate Director – MUIC Programs, approve a late change to Unit Guide?

Update Unit Guide and notify all enrolled students of changes / implications

Provide copy of correspondence to Associate Dean, Learning and Teaching, or Associate Director – MUIC Programs, where specified unit requirements cannot be met

Unit Convenor, or Senior Teacher (MUIC)

Unit Convenor, or Senior Teacher (MUIC)

**PEER REVIEW / ARCHIVE**

Ensure Unit Guide is peer reviewed in accordance with curriculum review schedule and appropriate changes are made in response to formal evaluative feedback

Archive Unit Guide at end of each study period

Unit Convenor, or Senior Teacher (MUIC)

Head of Department, or Program Manager (MUIC)

Associate Dean, Learning and Teaching, or Associate Director – MUIC Programs

Faculty Student Administration Manager, or Student Services Manager (MUIC)

*Quality Enhancement includes meetings of the Unit Guide Annual Review Working Group to consider, and where appropriate, approve the addition of change to required fields within the Unit Guide system.