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| MQ inline RGB | Progress Report on Review of Department of Ancient History |

## Implementation of Findings and Recommendations

### Governance, Leadership and Management

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| **Rec No.** | **Recommendation** | **Responsibility** | **Response and Status** |
| 1 | That the Job Description of the Departmental Administrator be reviewed, with a view to improving the efficacy and efficiency of the position | Delivering Excellence | The DA position is included in the Delivering Excellence process, the outcome of which is awaited. It is desirable for the position to remain embedded in the Department (even if supplemented by a central ‘pool’) because of the high degree of department-specific activities. |
| 2 | That the Department should appoint a Deputy Head of Department | HoD | Working towards. Adjustment to workload and teaching program review are necessary steps towards facilitating availability of a staff member for this role. |
| 3 | That the Department should have an Executive Committee, comprising the Head of Department, Deputy Head of Department, Departmental Administrator and discipline leaders, working in a coordinated manner to plan and oversee the implementation of departmental strategies in relation to research, teaching & learning, and outreach activities. The Executive Committee should consult closely with the Faculty Executive to align goals and to plan proactively toward mitigating budgetary challenges | HoD | Working towards. The HoD meets frequently with individual Program Directors and key departmental Representatives to Faculty committees (L&T, HDR, Research), however scheduling regular meetings with all Directors and Representatives has not yet been effected. |
| 4 | That the Department should establish five-year teaching plans across all its programs, so as to enable forward planning to be made of other commitments, such as OSP | Program Directors, HoD | Three-year plan already used for the Egyptology UG and PG teaching program. An initial three-year plan has been developed for other teaching programs. Changes consequent on program review and impact of the MRes will require work on these plans. |
| 5 | That the Department should put in place a succession plan for the leadership of the Museum of Ancient Cultures and the Australian Centre for Ancient Numismatic Studies | HoD, Executive Dean | Yet to be addressed. |

### Academic Program

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| **Rec No.** | **Recommendation** | **Responsibility** | **Response and Status** |
| 6 | That the contact details for the Macquarie Ancient History Association Student Advisory Council be included in Unit Guides | HoD, all teaching staff | Staff to be requested to include details of MAHA-SAC and Tele’s Angels mentoring group in Unit Guides and iLearn sites. |
| 7 | That the Department should ameliorate the teaching and assessment workloads for staff at both UG and PG levels | HoD, Program Directors | Working towards. Two main vehicles in ameliorating staff workloads are design of assessment regimes, and teaching program design. Discussions have been held with staff on ensuring that all reductions to UG assessment regimes required by earlier UG Curriculum Review are implemented. Efficiencies in delivery will be sought as part of on-going program review. The Faculty of Arts Workload model has yet to be fully implemented as a tool for measuring and monitoring workload. |
| 8 | That the Department should investigate external funding opportunities for academic positions in Assyriology, Demotic and Jewish Studies | HoD, Departmental Outreach Liaison | Under the direction of Departmental Outreach Liaison, external funding for an administrative support position to drive external fundraising has been secured (for 3 years, appointed on initial 12 months basis), and external funding for a 3-year lectureship in archaeology of ancient Israel is being negotiated. |
| 9 | That the Department should communicate with the Office of Institutional Advancement to seek funding to assist in publicizing the Museum of Ancient Cultures and the Australian Centre for Ancient Numismatic Studies, and even to make these flagship enterprises for the University |  | Yet to be addressed. |
| 10 | That means be found for the position held by Dr Peter Keegan to be retained | Former HoD, Executive Dean | Done. |

### Research

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| 11 | That the Department should generate a research strategy which enables all members of the Department to develop projects which might become the subject of ARC or other external funding applications | HoD, Departmental Research Director | A system of research mentoring and shepherding however is successfully maintained under the guidance of the Departmental Research Director. Working towards the development of a full research strategy. |
| 12 | That the Department should consider means whereby senior staff can mentor junior staff in seeking external funding | HoD, Departmental Research Director | Such a process is maintained by the Departmental Research Director and will continue to be further developed. |

### Research Training

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| **Rec No.** | **Recommendation** | **Responsibility** | **Response and Status** |
| 13 | That the Department should establish means to improve completion-in-time rates of HDRs | HoD, HDR Director, all supervisors | All staff are aware of the need for in-time completion, form in-departmental discussions and presentations to the department by the AD-R.  The MRes is intended to be a vehicle to assist timely completion; alignment between UG program and MRes admission requirements and program will be reviewed and developed in 2013. |
| 14 | That the Department should establish explicit guidelines in regard to what constitutes effective HDR supervision and encourages so-supervision arrangements in which experienced staff mentor junior staff in supervising HDR students | HoD, HDR Director, all supervisors | Working towards. Central HDRO expectations of supervision are communicated to the Department . |
| 15 | That the Department should establish an Admissions Committee for HDRs so as to align internal schedules and processes better with those of the Faculty and University | HoD, HDR Director | Working towards. Agreed that this is desirable. |
| 16 | That the Department should pay careful attention to the recruitment and probation of new HDR students to ensure they have the necessary skills to achieve successful, on-time completions | HoD, HDR Director, all supervisors | Working towards development of system. The MRes is intended to be a vehicle to ensure appropriate recruitment.  Language requirements are identified as a key skills issue affecting successful completion. These requirements have been addressed by the creation of the new Bachelor Ancient History which mandates significant language components, the creation of language units for the MRes including proposed 600-level skills development unit. Language entry requirements for the MRes from 2014 are under consideration. |

### Staff and Student Profile

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### Community Engagement

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### Future Directions

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| **Rec No.** | **Recommendation** | **Responsibility** | **Response and Status** |
| 17 | That the Department should devote attention to forging an effective working relationship with the Faculty of Arts and Associate Deans within the Faculty, so that it may respond more quickly and creatively to the changing higher-education environment | HoD, all Departmental Representatives to Faculty and University Committees | Ongoing. |
| 18 | That the Department should focus more on sustainability for the future than on simple expansion for its own sake | HoD | This issue is addressed as a driving policy in developments in most areas, e.g. review of UG and PG teaching review and of OUA program; outreach; Museum development. The department is working towards sustainability in its activities. |