

**Invitation to apply to be considered  
as an AQA Auditor for the Cycle 5 Academic Audits**

The Academic Quality Agency for New Zealand Universities, AQA, is seeking applications from appropriately experienced individuals to be considered as auditors for the Cycle 5 university academic audits. Cycle 5 audits focus on teaching and learning and student support, including postgraduate study. The Cycle 5 framework consists of a series of Guideline Statements related to core academic processes and academic support activity. The Cycle 5 framework and indicative schedule of audits can be found on the AQA website, at [www.aqa.ac.nz/cycle5](http://www.aqa.ac.nz/cycle5).

Cycle 5 audits will be carried out in 2013 (1 audit), 2014 (3 audits), 2015 (3 audits) and 2016 (1 audit). Each audit panel will comprise 5 auditors, including at least one international member. A pool of auditors is necessary to ensure the most appropriate panel is appointed for each audit. Applicants therefore need to be aware that acceptance as an auditor is no guarantee that they will undertake one of the Cycle 5 audits. However, identification as an auditor on the AQA Register of Auditors and Reviewers provides opportunity for an auditor to be approached by other institutions seeking auditors or reviewers.

AQA auditors receive an honorarium in recognition of their professional contribution for audits undertaken. An academic audit for Cycle 5 will normally involve a site visit of 4-5 days and one or two full-day auditor meetings. In addition, auditors are expected to participate in email discussion, audit planning and report writing.

AQA does not normally pay an honorarium for training, though some expenses may be met.

Auditors for Cycle 5 will be people who

- Have significant experience as university academics or as academic administrators or as other professionals in a range of areas included in the Cycle 5 framework *or* are quality assurance professionals familiar with academic expectations of contemporary universities of good standing *or* are senior students or recent graduates who have had some experience of university committees, working groups, or quality assurance;
- Have some experience of undertaking reviews within universities or other degree-awarding institutions;
- Have some knowledge of current good practice in teaching and learning and student support in the New Zealand university sector, and/or international sector;
- Are aware of trends in contemporary teaching and learning, and the related areas of staff development and staff and student support needs;
- Are aware of the broader tertiary educational context in New Zealand, including issues related to educational policy and funding.

It is not expected that applicants will necessarily meet all of the above criteria, but applicants should be able to address most of these in their application. Other areas which are pertinent to Cycle 5 include

- Knowledge of contemporary pedagogical issues and approaches

- Knowledge of trends and issues in transnational education

In addition to the above professional criteria, people who are appointed as academic auditors for Cycle 5 will:

- Have integrity, discretion, and sound judgment with respect to confidential or sensitive matters
- Be committed to academic quality
- Have ability to communicate effectively and succinctly, in both written and oral communication
- Understand and have an ability to evaluate information pertaining to academic processes and academic quality management in a manner which is sensitive to the particular context of individual universities
- Have an ability to reconcile ideals of academic quality management with the realities of organisational activity and external imperatives
- Have a broad perspective of university academic activity
- Be able to recognise their own personal values and presumptions and be able to recognise how these might affect judgements
- Be able to work in a team effectively
- Be comfortable working with documents presented electronically.

Final acceptance on the AQA Register will be conditional on applicants meeting any AQA training requirements. All AQA auditors must be approved by the Board of AQA.

In making an application to be an AQA auditor, applicants should complete the form which can be found at <http://www.aqa.ac.nz/search/node/application%20form>. In addition, applicants should briefly address the above criteria, citing evidence where appropriate. The text in response to Q17 on the form should be approximately 500 – 800 words.

Completed documentation should be submitted to AQA either by post or electronically sent to [director@qa.ac.nz](mailto:director@qa.ac.nz) OR Director, AQA, P.O. Box 5787, Lambton Quay, Wellington 6145.

**Dr Jan Cameron**  
**Director**  
**Academic Quality Agency for New Zealand Universities**

**August 2013**

**Application to be on the AQA Register of Auditors and Reviewers for 2013-2016**

1. Full Name, including honorific:
2. Name known as (if different):
3. Academic qualifications:
4. Current employment, position and employer. (If not currently employed please indicate most recent position and years employed in that position):
5. Your full contact address, postal:
6. Preferred email address:
7. Alternative email address:
8. *Do you prefer to be contacted regarding this application by email or by post?*
9. Preferred phone number:
10. Alternative phone number:
11. Have you undertaken training as an academic auditor? [If yes please indicate the agency which provided the training and years you trained.]

- 12. Have you previously served on any NZ university academic audit panel? [If yes please indicate which panel(s).]**
- 13. Are you an accredited or registered auditor with any other agency? [If yes please indicate with which agency/ies.]**
- 14. In the last five years, have you been on an audit panel or accreditation panel for any other agency quality assuring a tertiary institution? [If yes please indicate agencies and years you served.]**
- 15. Please provide name and contact details of two referees who have knowledge of your university experience and/or your experience as a reviewer or auditor.**

**16. Please indicate if you have any known constraints on training or auditing for Cycle 5 2013-2016 (e.g., periods when on study leave)**

**17. Please provide a statement in support of your application which addresses the criteria in the invitation document (approx. 500 – 800 words). *If preferred, this statement can be appended as a separate document.***

