



AILA National Accreditation Review Team (NART)

Terms of Reference

Background

The Australian Institute of Landscape Architects (AILA) is the peak body charged with supporting the profession through advancing landscape education, accreditation and research and supporting AILA's efforts in whole-of-life learning for Landscape Architects.

Accreditation reviews provide an important external assessment for programs of landscape architecture. These reviews should provide proactive, constructive and positive insights focused on improving the quality of landscape architectural education.

These Terms of Reference (ToR) for the AILA National Accreditation Review Team (NART) advance this intention by defining the role of the accreditation visiting team members.

Purpose of the National Accreditation Review Team

The NART is considered a 'register' of members, rather than a national committee or group. It is from this NART, that visiting teams are formed which will make accreditation visits to Universities that are seeking accreditation for their program of landscape architecture.

The purpose of the National Accreditation Review Team is to advise and report to the National Education Committee (NEC) on matters of accreditation regarding Landscape Architecture Education.

Aims and Objectives of the National Accreditation Review Team

The aim of AILA's NART is to engage with the National Accreditation process (through the NEC) and provide visiting teams for University program/s seeking accreditation visits, as per direction given by the NEC;

The objective of the **visiting team** is to assess whether the program under review meets AILA's accreditation standards;

Specific tasks of NART include the following:

1. Verify information provided in the Self-Evaluation Report (SER);
2. Gather new information through observation and interviews;
3. Identify program strengths and areas for improvement;
4. Provide a written report to AILA's National Education Committee (NEC) after each program visit.
5. Include in the report the team's consensus of the appropriate accreditation status for the program, based on their observations.



NART Membership

- AILA members consisting of a mix of practitioners, academics (with a degree in Landscape Architecture and teaches in an accredited program) and current students of landscape architecture
- A NART member's term of appointment shall be five years and is renewable
- The role is voluntary and not paid, however AILA will cover all reasonable travel costs associated with any scheduled visit.

NART Accountability

- As a member of a visiting team, team members are acting as a liaison between AILA and the institution seeking accreditation for its program – and as such each team member is acting as a representative of AILA.
- The NART must adhere to the policies and procedures outlines in AILA's Accreditation Standards and Procedures document.
- NART members must disclose to AILA's NEC if a conflict of interest exists in their participation as a member of a visiting team to a university. A conflict of interest exists when a NART member is currently involved in the university's teaching or administrative activities, or has provided advice on their Landscape Architecture program during that program's current accreditation period other than as a member of NART.
- Once a NART member has confirmed his/her commitment to be part of a visiting team to a specific educational institution, they must attend the site visit (dates will be advised well in advance).
- Team members are expected to be well prepared by reading and reviewing all documents (including student work provided) prior to and during the visit.

Meetings, Site Visits and Records

- To facilitate its work, it is expected that each visiting team will meet at least once, either face-to-face or by teleconference before a program visit, and at least once after, any program visit. Each member on the visiting team must attend these pre and post meetings.
- The meeting schedules and agendas are to be set by the visiting team's Chair in consultation with the NEC, with some administration support provided by AILA
- The records of all teleconferences and face-to-face meetings are to contain decisions, recommendations and actions. Detailed minutes are not a requirement.
- The AILA State Manager, with possible assistance from a relevant State Education Committee, will provide assistance with setting up a program site visit, the itinerary, meeting times and on-the-ground assistance if needed.

A detailed guideline of site visits, appropriate conduct, sample questions, assessment tips, and sample reporting templates etc will be provided to all appointed NART members by the NEC once the NART members for a visiting team are confirmed.