

ACADEMIC SENATE EXECUTIVE COMMITTEE

TERMS OF REFERENCE



Standing Committee of Academic Senate

1. Establishment

- 1.1 The Academic Senate Executive Committee was established as a standing committee of Academic Senate in the Constitution of the Academic Senate Constitution approved by Council on 21 May 2010.
- 1.2 The Terms of Reference for this Committee were approved by Academic Senate on 16 June 2010 with effect from 1 July 2010.

2. Purpose and Functions

2.1 Purpose

The purpose of the Academic Senate Executive Committee is to advise and assist the President of the Academic Senate on matters referred to it by the President and to assist the President of the Academic Senate to ensure that the Academic Senate fulfils its functions and obligations.

2.2 Functions

The functions of the Academic Senate Executive Committee are to:

- 2.2.1. provide strategic oversight of the functioning of Academic Senate and its Committees;
- 2.2.2. advise the President of Academic Senate on urgent matters within the jurisdiction of Academic Senate which arise between meetings of Academic Senate. Actions taken are to be reported to the next meeting of Academic Senate;
- 2.2.3. review and resolve any matters referred by the President of Academic Senate and/or Chairs of the Academic Senate Standing Committees; and
- 2.2.3. consider any matters referred to it by Academic Senate, or by the President of Academic Senate, or, where an urgent response required, by Senate's other committees.

2.3 Meetings

- 2.3.1. The Academic Senate Executive Committee will meet a minimum of six (6) times each calendar year.
- 2.3.2. Standing Orders of the Academic Senate will apply.

3. Reporting

The Academic Senate Executive Committee will report to the President of the Academic Senate.

4. Membership

4.1. The membership of the Academic Senate Executive Committee shall consist of:

- 4.1.1. President of Academic Senate (Chair);
- 4.1.2. Deputy President Academic Senate responsible for teaching and learning;
- 4.1.3. Deputy President Academic Senate responsible for research;
- 4.1.4. Deputy Vice-Chancellor responsible for teaching and learning;
- 4.1.5. Deputy Vice-Chancellor responsible for research;
- 4.1.6. one academic member of the University nominated by the President and endorsed by Academic Senate; and
- 4.1.7. Academic Registrar.

4.2. The term of membership for the member listed in 4.1.6. is one year.

4.3. Rights of Audience and Debate

In accordance with the Academic Senate Standing Orders, the Chair may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

4.4. Quorum

In accordance with the Academic Standing Orders, the quorum for meetings of the Academic Senate Executive Committee shall be at least one half of its total membership, given the majority of members are ex-officio.

5. Standing/Sub-Committees

Nil

6. Authorities (Delegations)

Nil

7. Contact

Academic Senate Executive Committee Secretary, Governance and Policy Unit

8. Essential Supporting Documents

Interim Constitution of the Academic Senate 000402

Standing Orders of the Academic Senate

9. Related Documents

University of Newcastle Act 1989 (NSW)

University of Newcastle By-law 2005 (NSW)

Faculty Board Terms of Reference

Program and Course Approval Committee Terms of Reference

Research Committee Terms of Reference

Teaching and Learning Committee Terms of Reference

Terms of Reference Sponsor: President of Academic Senate

Terms of Reference Owner: Academic Registrar

Terms of Reference Contact Position: Manager, Academic Senate Secretariat.

For Official Use:

Date Approved: 16 June 2010

Approval Authority: Academic Senate (resolution AS10:054)

Academic Senate Document Number: Doc AS10:068c

Amendment History: Inclusion of new Clause 2.2.3 (dispute resolution). Approved by Academic Senate 28 September 2011 (AS11:169).

Minor amendment to section 4.3 *Attendance to Rights of Audience and Debate*. 19 October 2010.