

# FACULTY BOARDS

## TERMS OF REFERENCE

Standing Committee of Academic Senate



### 1. Establishment

- 1.1 The Faculty Boards are established under the Constitution of the Academic Senate and therefore definitions in the Constitution apply to these Terms of Reference.
- 1.2 The Faculty Boards Terms of Reference were approved by Academic Senate 21 April 2010, with effect from 1 July 2010.

### 2. Purpose and Functions

#### 2.1 Purpose

The purpose of each Faculty Board is to provide quality assurance for teaching, learning and research activities within the Faculty. Each Faculty Board is required to assist in ensuring good academic governance of the Faculty. Each Faculty Board is also expected to monitor the continuous improvement of the Faculty's activities within the framework of the University's regulations and Academic Senate policies and guidelines. Faculty Boards will approve matters in accordance with such policies and guidelines, and will advise Academic Senate and the Faculty Pro Vice-Chancellor on any issues.

#### 2.2 Functions

The functions of each Faculty Board are to:

- 2.2.1. advise and make recommendations to the Academic Senate and its committees on academic matters including teaching, learning and research;
- 2.2.2. contribute to the establishment of the strategic and operational planning of the Faculty as well as monitoring and reviewing the implementation of the Faculty's Operational Plan;
- 2.2.3. monitor academic standards and student outcomes in teaching, learning and research within the Faculty and provide advice to Academic Senate and its committees;
- 2.2.4. develop Faculty procedures and guidelines relevant to teaching, learning, research, student experience and engagement consistent with the policies of Academic Senate;
- 2.2.5. monitor existing programs and provide recommendations:
  - i. to the Program and Course Approval Committee on the development, establishment, revision, discontinuation and disestablishment of undergraduate and postgraduate coursework programs; and
  - ii. to the Research Training Sub-Committee on the development, establishment, revision, discontinuation and disestablishment of postgraduate research programs.

[Note: The Research Training Sub-Committee will refer documents through Research Committee to Program and Course Approval Committee for action under delegated authority.]

- 2.2.6. examine Annual Program Reports, ensure external reviews are undertaken regularly and endorse the Faculty Response and Action Plan following each external review and make recommendations to the Program and Course Approval Committee;
- 2.2.7. monitor existing courses and approve the content of new courses and course components to ensure that they are aligned with the strategic aims of the Faculty and make recommendations to the Program and Course Approval Committee;
- 2.2.8. advise on other matters referred by the Pro Vice-Chancellor, Academic Senate, the President of Academic Senate, or the Vice-Chancellor;
- 2.2.9. adopt and refine as necessary the standardised Terms of Reference provided by Academic Senate for the Faculty Board subsidiary bodies as set out in Clause 9; and
- 2.2.10. establish and approve Terms of Reference for any other sub-committees or working groups as required to facilitate the work of Faculty Board, ensuring that the Terms of Reference are consistent with the policies of Academic Senate.

### **2.3 Meetings**

- 2.3.1. Faculty Board will meet a minimum of five (5) times each calendar year.
- 2.3.2. Academic Senate Standing Orders will apply.

## **3. Reporting**

- 3.1 Faculty Boards are required to report to Academic Senate in accordance with *Section 2.2 Functions* as listed in this Terms of Reference and any annual cycle of business requirements.

## **4. Membership**

The Faculty Board shall consist of the following members:

- 4.1 In accordance with the Constitution of the Academic Senate, the Vice-Chancellor and the President of the Academic Senate are, by virtue of office, members of all Academic Senate committees. This includes Faculty Board.
- 4.2 **Ex Officio:**
  - 4.2.1. the Vice-Chancellor;
  - 4.2.2. the President of the Academic Senate;
  - 4.2.3. the Pro Vice-Chancellor of the Faculty (Chair);
  - 4.2.4. the Deputy Head/s of the Faculty;
  - 4.2.5. the Heads of Schools of the Faculty;
  - 4.2.6. the Assistant Dean(s) covering Teaching and Learning, Research and Research Training portfolios;
  - 4.2.7. the Assistant Academic Registrar;
  - 4.2.8. the Associate Director, Faculty Services; and

4.2.9. the Faculty Quality Assurance, Teaching and Learning Officer.

#### **4.3 Appointed Members:**

- 4.3.1. one Professor (Level E) from the Faculty nominated by the Heads of School and appointed by the Chair;
- 4.3.2. one elected academic staff member of Academic Senate not from that Faculty, nominated by the President of the Academic Senate and appointed by the Chair;
- 4.3.3. one School Executive Officer from the same Faculty, nominated by the Chair and endorsed by the Faculty Board; and
- 4.3.4. up to three members selected from within the Faculty nominated by the Chair and endorsed by the Faculty Board to provide for inclusiveness in the membership of the Faculty Board in regard to aspects such as: gender, location and academic unit of the University.

#### **4.4 Elected Members:**

- 4.4.1. the elected members of Academic Senate from the Faculty;
- 4.4.2. one to seven additional academic staff members elected from each School of the Faculty by the academic staff within the School. The number of members from each School will be determined by the Chair, to ensure that the majority of the Faculty Board membership is elected;
- 4.4.3. one undergraduate student elected from each School of the Faculty, where such students are enrolled in an undergraduate program offered by the Faculty and also enrolled in a course offered by the relevant School of the Faculty and elected by the students enrolled in undergraduate programs offered by the Faculty;
- 4.4.4. one postgraduate coursework student enrolled in a postgraduate coursework program offered by the Faculty and elected by the students enrolled in postgraduate coursework programs offered by the Faculty; and
- 4.4.5. one postgraduate research student enrolled in a research higher degree offered by the Faculty and elected by the postgraduate research higher degrees students of the Faculty.

#### **4.5 Attendance with rights of audience and debate:**

- 4.5.1. all academic, administrative and technical staff of the Faculty;
- 4.5.2. the Faculty Librarian;
- 4.5.3. a member of each of the other Faculty Boards nominated by their respective Pro Vice-Chancellor;
- 4.5.4. the Director, Planning, Quality and Reporting, or nominee; and
- 4.5.5. in accordance with the Academic Senate Standing Orders, the Committee 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.

## **5. Elections**

- 5.1 Elections to the Faculty Board shall be conducted by the Returning Officer who shall conduct any ballot and determine the result in accordance with provisions for the conduct of elections set out in Regulations 17(4) to 27 of the *University of Newcastle By-law 2005* (NSW).
- 5.2 Eligible candidates may nominate themselves as a potential member of Faculty Board by completing and lodging a nomination form with the Returning Officer before the close of nominations.
- 5.3 The Returning Officer will allocate those nominees eligible for more than one position so as to ensure all positions are filled where possible.
- 5.4 In the event of there being more than one possible solution, the Returning Officer will determine the eligible candidate by random draw.
- 5.5 Where the number of nominees eligible for a given membership category is greater than the number of positions available, a ballot will be conducted.
- 5.6 **Register of Intending Members**
  - 5.6.1. The Returning Officer will establish and maintain a register of persons who are interested in becoming a member of Faculty Board.
  - 5.6.2. Staff can choose to be added to, or withdrawn from, the register at any time.
  - 5.6.3. When an election period is approaching, the Returning Officer will directly contact eligible people on the Register of Intending Members to invite them to nominate by completing and submitting a nomination form.

## **6. Terms of Office**

- 6.1 The term of office of a student member shall be for one year, expiring on 31 December of the anniversary year.
- 6.2 The terms of office for members appointed or elected under Sections 4.3 and 4.4 who are not student members shall be two years.
- 6.3 (a) The terms of office of elected members will normally run from 1 January, except that:
  - (b) in the initial term of office from 1 July 2010 half the elected members of the Faculty Board in category 4.4.2 will be selected by lot by the Returning Officer to serve a term of 18 months and the remaining elected members will serve an initial term of 30 months. Thereafter the provisions of 6.3(a) will apply.

## **7. Vacancies**

- 7.1 Where a vacancy in an elected position provided under section 4.4 occurs, it will be filled as a casual vacancy in the following manner.
  - 7.1.1. Where half or more of the original term remains:
    - i. the vacancy is to be filled by the candidate who, in the election immediately preceding the occurrence of the vacancy, received

the greatest number of votes of the candidates who were not elected, or

- ii. in the event that there is no candidate remaining in the order of voting, the University Secretary will conduct an election to fill the vacancy.

7.1.2. Where less than half of the original term remains, the vacancy may be filled by nomination by the Chair of the Faculty Board, in consultation with the Heads of School as appropriate:

7.1.3. A vacancy arising from an insufficient number of nominations for election to the Faculty Board may be filled by nomination by the Chair of the Faculty Board, in consultation with the Heads of School as appropriate.

7.2 Where a vacancy in an appointed position provided under section 4.3 occurs, it will be filled in the same manner as the original appointment. The term of office for a member appointed in this manner will be in accordance with section 6.2.

## **8. Quorum**

8.1 In accordance with the Standing Orders of the Academic Senate, the quorum for meetings of Faculty Board will be at least half of the total number of serving members, with the majority being elected members.

8.2 The Vice-Chancellor and President of Academic Senate are not counted as part of the quorum.

8.3 Alternates attending the meeting on behalf of a non-attending elected member are to be included as part of the quorum, as per the Standing Orders of the Academic Senate.

## **9. Subsidiary Bodies**

9.1 The subsidiary bodies listed below are advisory to Faculty Board:

Faculty Progress and Appeals Committee

School governing bodies (in accordance with the Rules Governing Schools 000309)

Faculty Research Committee

Faculty Teaching & Learning Committee

9.2 Faculty Board may establish other sub-committees and/or working parties in respect of specific issues to assist it to meet its obligations.

9.3 Such subsidiary bodies will report to Faculty Board in accordance with their Terms of Reference (refer Section 2.2.9 and 2.2.10). The report will provide advice, make recommendations and notify the Faculty Board of action taken under appropriate delegated authority.

## **10. Authorities (Delegations)**

10.1 On behalf of the Faculty Board, the Chair is authorised to approve urgent business which must be conducted between scheduled meetings of the Faculty Board.

- 10.2 The Chair will report such action to the next meeting of the Faculty Board for noting.

## 11. Contact

Faculty Board Secretary, Governance and Academic Administration.

## 12. Essential Supporting Documents

Constitution of the Academic Senate 000402

Standing Orders of the Academic Senate

## 13. Related Documents

*University of Newcastle Act 1989 (NSW)*

*University of Newcastle By-law 2005 (NSW)*

**Policy Sponsor:** President of Academic Senate

**Policy Owner:** Academic Registrar

**Policy Contact Position:** Deputy Academic Registrar, Governance and Academic Administration

**For Official Use:**

**Date Approved:** 21 April 2010

**Approval Authority:** Academic Senate

**Amendment History:**

Clause 8 renamed Quorum and clause 8.2 removed as text was a repeat of clause 2.3.2. Amendment approved by President of Academic Senate under delegated authority 31 May 2010.

Minor typographical amendments were made by the Governance and Policy Unit 03 June 2010. These amendments do not affect the intent of the clauses.

Membership clause amended as approved by Academic Senate October 2010 (Clause 4.2.9 "Director of Centre for Teaching and Learning, or nominee" deleted).

Amendments to Sections 5 and 8 approved by Academic Senate 8 June 2011 (AS11:066).

Academic Senate 30 November 2011 – approved amendments as a result of the post-implementation review including: Clause 2.1 adding the word "academic"; Clause 2.3.1 to amending the minimum number of meetings in a year from 6 to 5; adding Clause 7.2 addressing casual vacancies in appointed membership, Clause 4.2.8 updated from Faculty Executive Officer to Associate Director, Faculty Services and Clause 4.2.9 inserted to include Faculty Quality Assurance, Teaching and Learning Officer as an ex-officio member of Faculty Board.(AS11:206)