

Academic Senate Report Submission Guidelines

Section 1 - Reports to Academic Senate

Format

(1) All reports submitted to the Academic Senate for approval should clearly identify the terms of reference of the officer/working party/committee that was commissioned to undertake the review of the identified issues and prepare the report. The report should also detail the issues and list the conclusions and recommendations formulated as a result of the review. Information about how the recommendations in the report should be implemented and communicated to relevant stakeholders should also be included in the report.

(2) Sample pro forma reports have been included in Attachments 1 and 2 to assist in the preparation of such reports. The pro formas are provided as guides only and the layout may be varied.

Contact Officers

(3) Each report to Academic Senate should have a "Contact Officer" designated by position title who is responsible for coordinating the development and updating of the document and its implementation.

(4) The Contact Officer will be the first point of enquiry for staff requiring further advice on the application or status of the report.

(5) The Contact Officer will ensure that the relevant stakeholders are consulted in the development of the document and that it is forwarded to the relevant approving authority(ies) for approval.

Communication and Implementation Plan

(6) All reports to Senate should include implementation and communication plans and an evaluation schedule. Communication and implementation plans indicate exactly how the recommendation contained in the report are to be actioned, who is to undertake the action and by when the action is to be completed. Evaluation schedules indicate the date by which the future evaluation of the policy or procedure should commence, the position title of the officer responsible for conducting the evaluation and an initial plan for evaluation methods.

Section 2 - Policies Submitted for Approval by Academic Staff

Format

(7) All new policies, including new academic regulations, and amendments to existing policies or academic regulations should be prepared in accordance with the format used for such documents and should clearly indicate where such documents are to be published (i.e. in the Academic Manual etc.).

Contact Officers

(8) All policy documents that are considered by Academic Senate should have a "Contact Officer" designated by position title who is responsible for coordinating the development and updating of the document and its implementation.

(9) The Contact Officer will be the first point of enquiry for staff requiring further advice on the application or status of the policy.

(10) The Contact Officer will ensure that the relevant stakeholders are consulted in the development of the document and that it is forwarded to the relevant approving authority(ies) for approval.

Communication and Implementation Plan

(11) Academic Senate requires that all policies considered by Senate must include implementation and communication plans and an evaluation schedule. Communication and implementation plans indicate exactly how the recommendation contained in the report are to be actioned, who is to undertake the action and by when the action is to be completed. Evaluation schedules indicate the date by which the future evaluation of the policy should commence, the position title of the officer responsible for conducting the evaluation and an initial plan for evaluation methods.

Status and Details

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