

# School Boards - Membership and Terms of Reference

## Section 1 - Membership

### Composition

(1) For each School of the the University a School Board shall be established with membership to be determined by the Faculty and to have as a minimum:

- a. the Head of School;
- b. the members of the Professoriate of the School up to a maximum of three elected by and from the Professors of the School;
- c. one third of the non-professorial academic staff elected by and from the School or ten members whichever shall be fewer (where one third of the total number is not a whole number, then the whole number next higher than one third of the total number);
- d. up to three students enrolled in subjects taught by the School nominated by the the University Student Senate.
  - i. For the School of Indigenous Australian Studies it is up to three indigenous students enrolled at the the University nominated by the the University Senate.

### Presiding Officer

(2) The Presiding Officer shall be the Head of School.

### Elected Members

#### Insufficient Nominations Received During an Election

(3) If at the close of nominations for candidates in an election to the School Board no eligible nominations are received, or the number of eligible nominations is less than the number of available positions, then the Presiding Officer may recommend to the School Board the name(s) of eligible candidates to be appointed to the position(s).

(4) A person so appointed shall hold office with the same rights and authorities and for the same term of office as if they had been elected to the position.

### Casual Vacancy

(5) Should an elected member vacate their position on School Board before the expiration of their term of office, the vacancy will be deemed to be a casual vacancy and the position will be filled in accordance with the procedures listed below:

- a. the Secretary will ascertain whether, at the time that the retiring member was elected, there were more than the required number of candidates to fill the number of available positions. If there were then the last candidate eliminated from the ballot before the available positions were filled may be appointed to the vacancy, provided that:
  - i. he/she is still eligible to hold the position on the School Board and
  - ii. he/she indicates that they are willing to accept the office;

- b. if an appointment cannot be made in accordance with clause 6a above, then the Presiding Officer may recommend to the School Board the name of an eligible candidate to be appointed to the vacancy.

(6) A person appointed to a casual vacancy on the School Board shall hold office with the same rights and authorities and for the balance of the term of the elected member whom they replace.

## **Section 2 - Terms of Reference**

(7) Subject to the Act , the By-Law and to Resolutions of the Academic Senate and of the Faculty Board of any Faculty for which the School provides courses, each respective School Board shall:

- a. be the principal academic body of the School, accountable for the quality of teaching, research and scholarship in the School;
- b. consider and make recommendations to the Faculty Courses Committee with respect to all matters relating to the courses taught by the School (NOTE: Academic Senate has delegated to the Faculty Smart Learning Courses Leadership and Management Committees and the University Smart Learning Leadership and Management Committee authority for the approval of course and subject matters relating to early adopting courses in the Smart Learning process);
- c. exercise its authority in enrolment and other academic matters as prescribed in the academic policies;
- d. establish such sub-committees as are deemed necessary to conduct the tasks delegated;
- e. submit the minutes or a report of its proceedings to the Faculty Board; and
- f. conduct a minimum of two ordinary meetings each calendar year.

## **Section 3 - Variations to School Board Membership and Terms of Reference**

(8) Variations to School Board membership and terms of reference approved by Faculty Boards are beyond the scope of the of this document.

## Status and Details

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