

Academic Senate - Standing Committee - Membership and Terms of Reference

Section 1 - Establishment

(1) The Standing Committee of the Academic Senate was established by the Academic Senate in its current version on 21 November 2018.

Background

(2) The Academic Senate sometimes needs to make decisions on urgent matters between meetings of the full committee. The Standing Committee performs that function, as well as others detailed in Section 4 below.

Purpose

(3) The purpose of the Standing Committee of the Academic Senate is to make decisions on urgent matters between meetings of the full committee, and to perform other functions as detailed in Section 4 below.

Section 2 - Glossary

(4) For the purpose of this document:

- a. Committee - means the Standing Committee of the Academic Senate.

Section 3 - Membership

(5) The members of the Committee shall be:

- a. Ex-officio members:
 - i. the Presiding Officer, Academic Senate - Presiding Officer;
 - ii. the Deputy Presiding Officer, Academic Senate - Deputy Presiding Officer;
 - iii. the Provost and Deputy Vice-Chancellor (Academic); and
 - iv. the Deputy Vice-Chancellor (Research and Engagement).
- b. Nominated members:
 - i. two members of the Academic Senate, nominated by the Academic Senate.

Section 4 - Functions and Responsibilities

(6) Subject to the [Charles Sturt University Act 1989 No 76](#), the [Charles Sturt University By-law 2005](#), the Rules or Resolutions of the University Council and the Academic Senate, and to the Resolutions of the Academic Senate, the Standing Committee of Academic Senate shall have authority to:

- a. meet to decide urgent matters which arise between meetings of the Academic Senate and when it is not practicable to convene a full meeting of the Academic Senate;
- b. make decisions in accordance with the policies of the Academic Senate, and approve changes to policy when authorised by the Academic Senate, for noting at the next full meeting;
- c. assist the Academic Senate in the development of agendas and annual workplans; and
- d. determine winners of the Charles Sturt Medal, as requested by the Academic Senate.

Section 5 - Meetings

Quorum

(7) A quorum shall be a majority, i.e., half of the entire membership, plus one.

Meetings

(8) Meetings will be scheduled as required.

Agendas and Minutes

(9) Agendas and minutes shall be prepared by Governance Services, Office of Governance and Corporate Affairs, by a secretary nominated by the Academic Secretary.

Conflicts of Interest

(10) Where a member has a perceived or material conflict of interest, they must declare this to the Chair and at the Committee meeting prior to discussion of the item of business.

Variations

(11) Variations to the terms of reference and / or the membership of the Committee must be approved by the Academic Senate.

Status and Details

Status	Historic
Effective Date	4th January 2019
Review Date	4th January 2022
Approval Authority	Executive Officer (Academic Senate)
Approval Date	4th January 2019
Expiry Date	17th July 2019
Unit Head	Cassandra Webeck University Secretary +61 2 6338 4258
Author	Ingrid Pulley Executive Officer (Academic Senate) +61 2 63384746
Enquiries Contact	Office of Governance and Corporate Affairs +61 2 63384207