

# Academic Senate - Faculty Boards - Membership and Terms of Reference

## Section 1 - Membership

### Composition

(1) The composition will include:

- a. Ex-officio members:
  - i. Executive Dean of the Faculty;
  - ii. Associate Deans of the Faculty\*;
  - iii. Head of Schools of the Faculty;
  - iv. Heads of Unit of the Faculty;
  - v. Professoriate of the Faculty; and
  - vi. those Sub-Deans of the Faculty that the Faculty Board deems appropriate. \*\*
- b. Nominated members:
  - i. up to three members of the Faculty nominated by the Executive Dean of the Faculty;
  - ii. two students enrolled in courses offered by the Faculty and nominated by the CSU Student Senate with one of the students being enrolled in a postgraduate course;
  - iii. one representative of the Indigenous Student Services nominated by the Dean of Students in consultation with the Manager, Indigenous Student Services; and
  - iv. one nominee (who is an academic staff member of the School of Indigenous Australian Studies) of the Head, School of Indigenous Australian Studies.
- c. Elected members:
  - i. one academic staff member of each School of the Faculty (but not the Units of the Faculty) elected by the academic staff of the School.
- d. Audience and debate:
  - i. Faculty Executive Officer; and
  - ii. Presiding Officer, Academic Senate.

\*The Associate Dean (or one of them where there is more than one Associate Dean appointed in a Faculty) will act as the Executive Dean at Faculty Board meetings in his/her absence.

\*\* For specific details regarding these positions, please contact the relevant Faculty Board Secretary, Office of Academic Governance.

(2) Specific membership details for each Faculty Board can be obtained from the Office of Academic Governance.

### Term of Office and Quorum

(3) The term of appointment for members of the Faculty Boards and their sub-committees shall be two years. The rules for conduct of meetings will be as detailed in the [Boards and Committees Policy - Conduct of Meetings of](#)

## [Academic Committees.](#)

(4) A quorum for Faculty Board is 12 members of the Board.

### **Presiding Officer and Deputy Presiding Officer**

(5) The Executive Dean shall be the Presiding Officer of the Faculty Board.

(6) The Faculty Board shall elect a Deputy Presiding Officer from among the members of the Faculty Board who shall serve for terms of up to two years.

### **Secretary**

(7) The Secretary to each Faculty Board shall be appointed by the Academic Secretary.

### **Elected Members**

#### **Insufficient Nominations Received During an Election**

(8) If at the close of nominations for candidates in an election to the Faculty 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 Faculty Board the name(s) of eligible candidates to be appointed to the position(s).

(9) 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**

(10) Should an elected member vacate their position on Faculty 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 Faculty 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 10a above, then the Faculty Board may appoint the alternate member (refer to clause 12) to the vacancy;
- c. if an appointment cannot be made in accordance with clause 10a and b above, then the Presiding Officer may recommend to the Faculty Board the name of an eligible candidate to be appointed to the vacancy.

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

#### **Alternate Members**

(12) Each School of the Faculty will be allowed one alternative member who may attend meetings with the right of audience and debate if the elected School member is unable to attend.

### **Faculty Units**

(13) Currently, there are no Faculty Units.

## Variation to Membership

### Faculty of Education

(14) The membership of the Education Faculty Board has been varied to include:

- a. the position of Associate Head of School (formerly the Program Coordinator) of the School of Teacher Education, Dubbo Campus as an ex-officio member of the Board;
- b. the Director of Professional Experience;
- c. one elected representative from each campus of the School of Education and the School of Teacher Education and an alternate representative from each campus of the School of Education and the School of Teacher Education, who may attend with the right of audience and debate if the elected School member is unable to attend.

(15) The membership of the Education Faculty Board has been varied by:

- a. removing the members of the professoriate from the membership of the Board and instead granting them the right of audience and debate at meetings of the Board.

### Faculty of Business

(16) The membership of the Business Faculty Board has been varied to include the Faculty Courses Manager.

(17) The following officers have right of audience and debate:

- a. Faculty Manager (formerly known as the Faculty Executive Officer);
- b. Faculty Courses Manager;
- c. School Office Managers.

### Faculty of Science

(18) The membership of the Science Faculty Board includes the following positions as ex officio members:

- a. All Sub-Deans of the Faculty\*.

\*All Sub-Deans of the Faculty are ex-officio members of the Faculty Board's. For specific details regarding these positions, please contact the Secretary of the Faculty of Science Faculty Board, Office of Academic Governance.

(19) The Course Quality Officer has right of audience and debate at meetings of the Science Faculty Board.

## Section 2 - Meetings

(20) Each Faculty Board shall conduct four ordinary meetings each year.

## Section 3 - Terms of Reference

(21) Subject to the Act, the By-law, the Rules or Resolutions of the Council, and to the Resolutions of the Academic Senate, the Faculty Board shall:

- a. exercise such authorities as the Academic Senate shall delegate;
- b. be the principal academic body of the Faculty;
- c. advise the Academic Senate on all matters relating to teaching, scholarship and research delegated to the

- Faculty by the Council, the Vice-Chancellor, or the Academic Senate;
- d. advise the Academic Senate on the teaching and research profiles of the University within the Faculty;
  - e. consider and report on all matters referred to it by the Academic Senate or the Vice-Chancellor;
  - f. determine the requirements particular to the Faculty which will provide eligibility for entry to specific courses and where necessary, to admit students;
  - g. determine the requirements particular to the Faculty for admission to courses with credit;
  - h. establish and specify the membership and terms of reference of such committees as it deems necessary to assist in the furthering of the delegated responsibilities;
  - i. receive minutes and reports from its several sub-committees;
  - j. approve the conditions for any fellowship, scholarship or prize within the Faculty;
  - k. submit recommendations to the Academic Senate or to the Vice-Chancellor on any matter affecting teaching, scholarship and research;
  - l. exercise its authority in academic matters as prescribed in the academic policies; and
  - m. submit a report of its proceedings to the Academic Senate. Effective from the December 1996 meeting of Senate, the minutes of Faculty Boards are to be submitted to Senate via publication on the World Wide Web.

## Status and Details

|                           |   |
|---------------------------|---|
| <b>Status</b>             | Historic  |
| <b>Effective Date</b>     | 4th May 2015  |
| <b>Review Date</b>        | 4th January 2020  |
| <b>Approval Authority</b> | Academic Senate   |
| <b>Approval Date</b>      | 24th April 2015   |
| <b>Expiry Date</b>        | 12th August 2015  |
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