

Academic Board Constitution

1. Membership

1.1

- i. The Vice-Chancellor and members of the Senior Executive, including Deputy Vice-Chancellors, Pro Vice-Chancellors, Chief Development Officer and Chief Operating Officer.
- ii. Pro Vice-Chancellor and Deans, Research and Academic Directors of Faculties and Dean of Graduate Studies.
- iii. Heads of academic schools.
- iv. Two elected academic staff members from each School.
- v. Four Professors, not already on the Board, elected by and from all Professors of the University (two women and two men wherever possible);
- vi. The University Librarian, and Director of the Teaching and Learning Centre.
- vii. One representatives elected by and from the staff of the research centres/institutes outside of the Faculty structure.
- viii. Two undergraduate students (one man and one woman) and two postgraduate students (one man and one woman).
- ix. Observers (right of attendance and debate) will include all Directors, who are not members
- x. The Chair may at his/her discretion invite persons to accept observer status at Board meetings.

1.2 There shall be at least two women and two men on every committee of the Board and the Chair of each committee is responsible for ensuring that gender representation requirements are met. Where necessary, the Chair of the relevant committee will co-opt additional members to achieve gender representation.

1.3 The quorum for any scheduled meeting of the Board or its Committees shall be one-half of the voting membership plus one. Where a meeting is called at short notice, the quorum will be one-third of the voting membership plus one.

1.4 A person who vacates an ex officio position will no longer be eligible for Board membership, with the exception of the Chair and Deputy Chairs of the Board (see 2.1 below).

1.5 With respect to **1.1** (iv), (v), (vii) and (viii) where an elected member resigns from, is granted leave of absence by the University (e.g., study leave), has a class scheduling or other conflict in the case of **1.1** (viii) or ceases to have elected representative status for any other reason, the casual vacancy will be filled by the respective school or group of research centres/institutes, or by the appropriate nominating body. Such a replacement shall have full voting rights for the duration of their term.

- 1.6** Where an ex-officio member (see **1.1** (i), (ii), (iii), or (vi)) must be absent from a particular meeting of the Board or one of its Committees, the person formally named as acting in that role may attend the meeting on the absent member's behalf, after being fully briefed by the absent member. Such a substitute shall have full voting rights for the meeting they are attending.
- 1.7** Where an elected member (see **1.1** (iv), (v), (vii), or (viii)) must be absent from a particular meeting of the Board or one of its Committees, the member to be absent may nominate a substitute to attend the meeting on their behalf, after being fully briefed by the absent member. Such a substitute shall be considered to be an observer for the meeting they are attending, having the right to contribute to debate but not to vote.
- 1.8** Where the situations identified in **1.4**, **1.5**, **1.6** or **1.7** arise, the Secretary to the Board must be advised of the substitution prior to the meeting that the substitute will attend.

2. Elections and Tenure of Office

- 2.1** The Executive members (Chair and two Deputy Chairs) of the Board will be elected by the Board from among the elected professors and associate professors on the Board. In each case, the term of office will be two years. At any time, both genders must be represented in the executive of the Chair and the two Deputy Chairs. Once elected, the Executive members will be members of the Board for the duration of their terms of office, provided they remain employees of the University, irrespective of any changes subsequent to their election to the status which originally entitled them to membership.
- 2.2.** The election of the Chair will be held every second year at the last meeting of that year). The newly elected Chair will assume office from the beginning of the first meeting of Academic Board (normally February) in the following year. The election of Deputy Chairs will be held in the first meeting of the year (normally February) in alternating years such that one Deputy Chair is elected each year. The newly elected Deputy Chair will assume office immediately upon election.
- 2.3** Elected members of the Board will hold office for a period of three years, with elections for the Board being held every third October/November, to take effect from the first meeting of the Academic Board in the following year.
- 2.4** Elections of office-bearers and representatives on Board Committees, apart from Faculty representatives, will be by secret ballot, and will be conducted by the Secretary of the Board. They will be conducted in the manner determined from time to time by resolution of the Board in its Standing Orders.
- 2.5** An elected position becomes vacant if either of the following happen: the elected representative has been absent from four consecutive meetings of the Board without leave of the Board or the elected representative has lost the qualification for election which she/he possessed at the time of election.

2.6 Where under 1.5 or 2.5 a casual vacancy occurs, the representative elected to fill the casual vacancy will hold office for the remainder of the term, until the election as scheduled under 2.3 occurs.

3. Terms of Reference

The Academic Board is the University's senior academic body reporting directly to the University Council. Its terms of reference are as follows:

- i. to advise the Council and the Vice-Chancellor on all developments and initiatives, including policies and procedures, relating to and affecting the University's teaching and research activities and its educational programs, including rules governing courses of study, admission of students, student assessment and academic conduct, and the award of bursaries and scholarships;
- ii. to monitor the effectiveness of approved policies or procedures that the Board is responsible for implementing;
- iii. to coordinate and maintain an overview, including matters of quality assurance, of the academic activities of the faculties and schools, and receive reports from faculties;
- iv. to encourage research and scholarship, and the maintenance and development of high standards and support for teaching and research;
- v. to advise the Vice-Chancellor and Senior Executive on the University's strategic plan, other relevant University-wide plans and on faculty plans, especially with respect to new academic developments and academic priorities and policy-related issues;
- vi. to provide the Vice-Chancellor and the Council with advice on reports of reviews of schools, research centres/institutes, faculties and courses;
- vii. to provide the Council and the Vice-Chancellor with advice on resourcing issues and relevant academic staffing matters, including promotion, study leave, staff development, and honorary appointments;
- viii. to consult as appropriate with relevant stakeholders and interested parties on any matter to be placed before the Board;
- ix. to report and provide advice on any matter referred to the Board by the Council or the Vice-Chancellor;
- x. to exercise such authority as may be delegated to the Board by the Council;
- xi. to obtain such reports, comments and information on academic activities as the Board may require from faculties, schools and research centres/institutes, and recommend appropriate action; and
- xii. to ensure that recommendations and/or decisions of the Board embody appropriate attention to quality assurance and are consistent with the UNE strategic plan and other relevant UNE plans.

4. Executive of the Board

- 4.1 The Executive of the Academic Board shall be the Chair and the two Deputy Chairs.
- 4.2 No person shall hold the office of Chair or Deputy Chair of the Academic Board for more than two consecutive terms. A Deputy Chair may stand for the office of Chair.
- 4.3 The Chair shall be the University academic spokesperson to the Vice-Chancellor and to the Council.
- 4.4 The Chair (or nominee) shall be a member of all professorial, senior executive and decanal selection committees of the University. The Chair shall be empowered to nominate an academic staff member to serve as a Board representative on relevant University and ad hoc committees. Such nominations would normally come from within the membership of the Board.
- 4.5 All Board committees should be chaired by a member of the Board, and should include as a member the Chair or a Deputy Chair of the Board. Members of Board committees may include, where appropriate, members of the University who are not members of the Board. The Board and its committees may empower their respective Chair to act on their behalf on routine matters.
- 4.6 In the absence of the Chair, or if the office of Chair is vacant, any powers or duties conferred or imposed upon the Chair by the By-laws or these Regulations may be exercised and discharged by the Deputy Chairs.
- 4.7 The Chair may appoint from the members of the Academic Board:
 - i. an Acting Chair when the Chair and Deputy Chairs are absent;
 - ii. an Acting Deputy Chair when the Deputy Chairs are absent.
- 4.8 The Executive members of the Board shall maintain a working relationship with the Committee of Chairs of Academic Boards/Senates in NSW and the ACT as well as with the national group of Chairs of Academic Boards and Senates for purposes of benchmarking and keeping abreast of developments and changes in Academic Board activities at both the state and national level.

5. Committees of the Board

- 5.1 The Board may establish such committees as it deems necessary to carry out its business and may establish terms of reference for such committees not inconsistent with this Constitution.
- 5.2 Gender representation on all committees shall be maintained in accordance with the requirements of clause 1.2.
- 5.3 The elected members of committees of the Board will be elected at such times and for such periods as the Board may determine.
- 5.4 The chief committee of the Board shall be the Standing Committee.
 - i. The Standing Committee will have the authority to co-opt additional members for *ad hoc* purposes.

- ii. At the discretion of the Chair approval may be given to a person, nominated by a member of the Standing Committee unable to attend a meeting, to participate in that meeting, provided that the nominee is a member of the Board and has been well-briefed by the person unable to attend.

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