

**University of New England**  
**UNE Business School**

**CONSTITUTION (as at May 2013)**

**1. Advisory Committees**

- 1.1 Head of School Executive Committee
- 1.2 Research and Research Training Committee (R&RT)
- 1.3 Teaching and Learning Committee (T&L)
- 1.4 Marketing Sub-Committee
- 1.5 Equity Committee
- 1.6 Whole School Committee

**2. Academic Administration Roles**

- 2.1 Terms of Office
- 2.2 Deputy Head of School
- 2.3 Discipline Leaders
- 2.4 Course Coordinators
- 2.5 HDR Coordinator

**PREAMBLE**

The School strives to achieve excellence in teaching, research and our standing in the wider community. It aims to promote a lively collegial and entrepreneurial culture of staff committed to equity and social justice principles and respecting diversity and difference.

All Committees of the School will be constituted in accordance with the University's Gender Representation on Decision-Making and Advisory Committees Policy.

Minutes from all School Committees will be available to School members on the N-drive.

Where there are representatives from disciplines on the Committees, they will be expected to communicate key issues to their colleagues at regular discipline meetings, as well as channeling issues raised by their colleagues through the relevant committees.

**1. COMMITTEES**

**1.1 Head of School Executive Committee**

*Functions*

- 1.1.1 To provide advice to the Head of School on all policy matters and major decisions, including (but not limited to):
  - Staffing matters
  - Teaching and research

- Workloads
- Infrastructure and support
- Community and professional service
- Marketing and entrepreneurial activities
- Prioritization of funding requests as they arise

1.1.2 Provide a clearing house for information about decisions and procedures.

1.1.3 Discipline Leaders or their representatives report back to Discipline staff with issues and decisions.

1.1.4 Monitor and coordinate the other Committees of the School.

#### *Membership*

- (i) Head of School (Chair)
- (ii) Deputy Head of School
- (iii) Discipline Leader for Accounting and Finance
- (iv) Discipline Leader for Economics
- (v) Discipline Leader for Management
- (vi) Chair, Teaching and Learning Committee
- (vii) Chair, Research and Research Training Committee
- (viii) Chair, Equity Committee
- (ix) Program Director, Graduate School of Business
- (x) Academic Manager
- (xi) Faculty Resource Manager

Secretary: Executive Officer (or delegate)

Other staff can be coopted onto the Committee at the decision of the Executive.

#### *Meeting schedule*

Normally monthly meetings, with flexibility to add or cancel meetings if there is/is not urgent business.

#### *Agenda and minutes*

- Agenda to be prepared and minutes taken by Executive Officer in consultation with the Head of School.
- Agenda circulated to all members at least two working days in advance, together with the draft minutes of the previous meeting.
- Items for inclusion in the agenda shall be notified in writing to the Executive Officer, together with supporting papers; in normal circumstances, this should be done at least one week before the meeting.

- Matters may be raised at the meeting without notice, but, if substantial, may be held over for the next meeting.

#### *Procedure for the conduct of meetings*

Meetings shall be conducted informally to allow maximum freedom of discussion. If necessary, standard meeting procedural rules will be adopted. On matters of importance, motions will be put to a vote.

#### *Divergence of views between HoS and Executive Committee*

The Executive Committee is a consultative not a legislative body. The Head of School shall have final authority, responsibility and accountability for the performance, functioning and finances of the School, but shall consult with the Executive Committee on all policy matters and major decisions.

### **1.2 Research and Research Training Committee**

The Committee deals with matters pertaining to research and postgraduate students, including recommending the allocation of funding for the School's research budget, developing appropriate policies for HDR matters within the School and engaging with Faculty and University matters relating to research. It reports to the Head of School Executive Committee. On major matters, it refers recommendations to the Head of School Executive Committee.

The minutes of the Research and Research Training Committee are to be routinely circulated to the whole School.

#### *Membership*

- (i) Head of School (Chair)
- (ii) Elected Representative for Accounting and Finance
- (iii) Elected Representative for Economics
- (iv) Elected Representative for Management
- (v) HDR Coordinator
- (vi) One early career researcher
- (vii) One Professor
- (viii) One HDR student
- (ix) One BARDSNET representative

The Research and Research Training Committee terms are for 2 years and when positions become vacant, elections will be held where relevant.

### **1.3 Teaching and Learning Committee**

The Committee deals with teaching and learning matters (excluding HDR). Matters covered include, but are not limited to, feedback on Academic Board policies, the handling of minor dissertation results, new and amended courses and units, credit agreements, issues raised by

staff about teaching and learning. On major matters, it refers recommendations to the Head of School Executive Committee.

The minutes of the Teaching and Learning Committee are to be routinely circulated to the whole School.

*Membership*

- (i) Deputy Head of School (Chair)
- (ii) Course Coordinators (Undergraduate and Postgraduate)
- (iii) Program Director, Graduate School of Business
- (iv) Academic Manager
- (v) Faculty Project Manager
- (vi) Representative from the Student Administration and Services
- (vii) Educational Development and Communications Team Leader
- (viii) Faculty Academic Director

**1.4 Marketing Sub-Committee**

This Committee deals with matters related to promoting the School's teaching, research, and consulting capabilities to potential students and other key stakeholders in the community. Through consultation with M&PA and the members of this committee, the School's annual marketing plan is developed and implemented. It is a sub-committee of, and reports to, the Teaching and Learning Committee. On major matters it refers its recommendations to the Head of School Executive Committee.

The minutes of the Marketing Sub-Committee will be routinely circulated to the whole School.

*Membership*

- (i) Academic Manager (Chair)
- (ii) Course Coordinators (Undergraduate and Postgraduate)
- (iii) Program Director, Graduate School of Business
- (iv) Marketing Academic
- (v) Faculty Marketing Officer
- (vi) MaPA Student Recruitment Manager
- (vii) MaPA Marketing Officer

All members of the School can volunteer for this Committee.

**1.5 Equity Committee**

This is an advisory committee on equity issues and EEO procedures and practices. It reports to the Head of School and to the School as necessary.

*Membership*

- (i) Chair
- (ii) Two academic staff elected by and from the academic staff of the School
- (iii) One general staff member elected by and from the general staff of the School
- (iv) One undergraduate student nominated by the School
- (v) One postgraduate student nominated by the School

**1.6 Whole School Committee**

The function of the Whole School Committee is to allow for regular broad and transparent consultation with the entire School community on matters of policy importance and to consider and determine changes to the School Constitution.

Whole School meetings will be held monthly. Emergency meetings may be convened by the Head of School, if required. The agenda and business papers are to be circulated at least two days before the meeting. Items for inclusion in the agenda should normally be advised at least one week before the meeting.

Minutes of the Whole School Committee meetings are to be routinely circulated to all members of the School.

*Membership*

All staff (academic and general)

**2. ACADEMIC ADMINISTRATION ROLES**

**2.1 Terms of Office**

Academic administration roles are generally appointed for a term of two years.

As the roles of Discipline Leader, Course Coordinator and HDR Coordinator become vacant, expressions of interest are called for, and if more than one is received, the Head of School will make an appointment.

For the Deputy Head of School, expressions of interest are called for. A selection committee will be constituted, comprising the Pro Vice-Chancellor and Dean, Head of School and one Level E member of the School to appoint the role.

**2.2 The Deputy Head of School will**

- Manage the allocation of workloads across the School.
- Lead agreed projects relating to the School's Strategic Plan.
- Be a member of the School's Executive Committee and Chair the Teaching and Learning Committee.

- Assume the Acting Head of School role when the Head of School is on leave or absent from the University.

### **2.3 The Discipline Leaders will**

- Consult with members of the discipline about School matters.
- Articulate concerns of their discipline members to the Head of School on a range of matters.
- Identify and manage opportunities for curriculum development relevant to their discipline.
- Provide a mentoring role for research activities related to the discipline.
- Provide disciplinary advice to the Deputy Head of School in the allocation of workloads.

The role of Discipline Leader is open to academic staff at any level.

### **2.4 The Course Coordinators will**

- Develop high level knowledge of courses including rules, pathways and careers, marketing and recruitment
- Provide advice to the Head of School and the Teaching and Learning Committee, as well as other staff and areas of UNE including Student Administration and Services, and Research Services, if applicable.
- Monitor the quality of courses, monitor changes in the external environment, and develop proposals to amend existing courses and add new courses.

The role of Course Coordinators is open to academic staff at Level C – E.

### **2.5 The HDR Coordinator will**

- Represent the School on the UNE HDR Committee.
- In collaboration with Research Services, process applications and arrange supervisors, including the processing of scholarships.
- Organise and Chair Confirmation Panels.
- Chair or be a member of ad hoc committees set up by Research Services to review HDR courses.

## **3. AMENDMENTS TO AND REVIEW OF THE CONSTITUTION**

Amendments to the Constitution will be given on notice of the motion at a School Committee for debate and decision at the next meeting of the School Committee. A two-thirds majority of those in attendance is required.

The Constitution is to be reviewed at the start of each academic year as a matter of course.