

THE AUSTRALIAN NATIONAL UNIVERSITY

University Committees Statute 2010

**UNIVERSITY QUALITY AND STANDARDS COMMITTEES
RULES 2010**

The Council of The Australian National University makes these Rules under section 5 of the *University Committees Statute 2010*.

Dated: 26 March 2010.

Professor the Hon Gareth Evans AO QC
Chancellor

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PART 1 - PRELIMINARY

1 Name of Rules and commencement

- 1.1 These Rules are the University Quality and Standards Committees Rules 2010.
- 1.2 These Rules commence on the day after they are registered.

2 Definitions

- 2.1 In these Rules, unless the contrary intention appears:
ANU College has the meaning given in the *Interpretation Statute*.

PART 2 - UNIVERSITY RESEARCH COMMITTEE

3 University Research Committee

- 3.1 There is to be a quality and standards committee to be known as the University Research Committee.
- 3.2 Each of the following is to be a member of the University Research Committee:
- (a) the Chair of the Committee appointed under subrule 3.3;
 - (b) the Deputy Chair of the Committee appointed under subrule 3.3;
 - (c) the Deputy Vice-Chancellor;
 - (d) the Pro Vice-Chancellors;
 - (e) the Director of the Research Office;
 - (f) the Director of the ANU National Centre for Indigenous Studies or his or her nominee;
 - (g) the Chair of each of the University's Human Research Ethics Committee, the Animal Experimentation Ethics Committee and the ANU Recombinant DNA Monitoring Committee;
 - (h) the Chair of each ANU College research committee;
 - (i) one senior academic researcher appointed by the Chair of the Committee;
 - (j) one early career academic researcher appointed by the Chair of the Committee;
 - (k) one graduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
 - (l) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
 - (m) one member of the general staff appointed by the Chair of the Committee;
 - (n) any additional members appointed by the Chair of the Committee.

3.3 The Chair and Deputy Chair of the Committee are to be appointed by the Vice-Chancellor.

3.4 The Vice-Chancellor is to determine the term of office of each of the Chair and Deputy Chair of the Committee.

3.5 If the Chair or Deputy Chair would otherwise have been a member of the Committee, the Head of the relevant ANU College or other area in relation to which the appointment would have been made, must appoint a person to replace the person appointed as Chair or Deputy Chair as a member of the Committee.

3.6 The term of appointment of other appointed members of the Committee is to be determined by the Chair of the Committee.

4 Terms of reference of University Research Committee

4.1 The Committee may advise the Vice-Chancellor:

- (a) on matters relating to the quality and standard of the University's research; and
- (b) on major issues of research relevant to the University's strategic plans and overarching policy; and
- (c) on any matter referred to the Committee by the Vice-Chancellor, the Chair of the Committee or a member of the University Executive with portfolio responsibility for research.

4.2 The Committee, in carrying out its quality and standards role is:

- (a) to monitor the development of the University's policies and plans in relation to research; and
- (b) to advise on the coordination of the University's research effort; and
- (c) to monitor the University's research activities.

4.3 The Committee may:

- (a) establish such subcommittees with such membership as the Committee thinks fit; and
- (b) determine the functions and operation of subcommittees appointed by the Committee.

5 University Research Committee meetings

5.1 The Chair of the Committee (or, if the Chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

[*Note:* it is expected that the Committee will meet at least once every 2 months.]

5.2 At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

5.3 The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.

5.4 The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.

5.5 The Vice-Chancellor is to nominate officers of the University to provide secretariat and other support to the Committee.

5.6 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 3 - UNIVERSITY EDUCATION COMMITTEE

6 University Education Committee

6.1 There is to be a quality and standards committee to be known as the University Education Committee.

6.2 Each of the following is to be a member of the University Education Committee:

- (a) the Chair of the Committee appointed under subrule 6.3;
- (b) the Deputy Chair of the Committee appointed under subrule 6.3;
- (c) the Deputy Vice-Chancellor;
- (d) the Pro Vice-Chancellors;
- (e) each Education Dean (however called) or his or her alternate;
- (f) the Dean of Students;
- (g) the Director of the Jabal Indigenous Higher Education Centre or his or her nominee;
- (h) the Registrar;
- (i) one graduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
- (j) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
- (k) one member of the general staff appointed by the Chair of the Committee;
- (l) any additional members appointed by the Chair of the Committee.

6.3 The Chair and Deputy Chair of the Committee are to be appointed by the Vice-Chancellor.

6.4 The Vice-Chancellor is to determine the term of office of each of the Chair and Deputy Chair of the Committee.

6.5 If the Chair or Deputy Chair would otherwise have been a member of the Committee, the Head of the relevant ANU College or other area in relation to which the appointment would have been made, must appoint a person to replace the person appointed as Chair or Deputy Chair as a member of the Committee.

6.6 The term of appointment of other appointed members of the Committee is to be determined by the Chair of the Committee.

6.7 Each Education Dean (however called) :

- (a) must appoint an alternate for each year; and
- (b) before the first meeting of the Committee for the year, must notify the Chair of the Committee of the appointment, and whether the alternate is to attend all meetings in place of the Education Dean or is to attend meetings only in the Education Dean's absence.

7 Terms of reference of University Education Committee

- 7.1 The Committee may advise the Vice-Chancellor:
- (a) on matters relating to the quality and standard of the University's undergraduate and graduate education and research training activities; and
 - (b) on major issues of education and research training relevant to the University's strategic plans and overarching policy; and
 - (c) on any matter referred to the Committee by the Vice-Chancellor, the Chair of the Committee or a member of the University Executive with portfolio responsibility for education and research training.
- 7.2 The Committee, in carrying out its quality and standards role is:
- (a) to monitor the development of the University's policies and plans in relation to education and research training; and
 - (b) to advise on the coordination of the University's educational and research training activities; and
 - (c) to monitor the University's educational and research training programs and activities.
- 7.3 The Committee may:
- (a) establish such subcommittees with such membership as the Committee thinks fit; and
 - (b) determine the functions and operation of subcommittees appointed by the Committee.

8 University Education Committee meetings

8.1 The Chair of the Committee (or, if the Chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

[*Note:* it is expected that the Committee will meet at least once every 2 months.]

8.2 At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

8.3 The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.

8.4 The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.

8.5 The Vice-Chancellor is to nominate officers of the University to provide secretariat and other support to the Committee.

8.6 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 4 - UNIVERSITY ACCESS AND EQUITY COMMITTEE

9 University Access and Equity Committee

9.1 There is to be a quality and standards committee to be known as the University Access and Equity Committee.

9.2 Each of the following is to be a member of the University Access and Equity Committee:

- (a) the Chair of the Committee appointed under subrule 9.3;
- (b) the Deputy Chair of the Committee appointed under subrule 9.3;
- (c) one member of the University Executive with portfolio responsibility for access and equity;
- (d) one Head, or Deputy Head, (however called) of an ANU College appointed by the Chair of the Committee;
- (e) the Dean of Students;
- (f) the Director of Student Equity;
- (g) the Director, Facilities and Services, or his or her nominee;
- (h) the Director, Human Resources, or his or her nominee;
- (i) the Director, Jabal Indigenous Higher Education Centre;
- (j) the Registrar, or his or her nominee;
- (k) the Manager of Diversity and Inclusion;
- (l) one Student Services representative, nominated by the Registrar;
- (m) the President of the Postgraduate and Research Students' Association Inc. or his or her nominee;
- (n) the President of the Australian National University Students' Association or his or her nominee;
- (o) the Director, Communications and External Liaison Office, or his or her nominee;
- (p) two members, appointed by the Chair of the Committee, of the academic staff at levels A to C of the University:
 - (i) one being from the social sciences or the humanities area; and
 - (ii) the other being from the sciences, health or engineering area;
- (q) one member of the general staff, appointed by the Chair of the Committee, in consultation with the relevant staff association;
- (r) any additional members appointed by the Chair of the Committee.

9.3 The Chair and Deputy Chair of the Committee are to be appointed by the Vice-Chancellor.

9.4 The Vice-Chancellor is to determine the term of office of each of the Chair and Deputy Chair of the Committee.

9.5 If the Chair or Deputy Chair would otherwise have been a member of the Committee, the Head of the relevant ANU College or other area in relation to which the appointment would have been made, must appoint a person to replace the person appointed as Chair or Deputy Chair as a member of the Committee.

9.6 The term of appointment of other appointed members of the Committee is to be determined by the Chair of the Committee.

10 Terms of reference of University Access and Equity Committee

10.1 The Committee may advise the Vice-Chancellor:

- (a) on matters relating to the quality and standard of access and equity at the University; and
- (b) on matters relating to the University community; and

- (c) on major issues of access, equity and community relevant to the University's strategic plans and overarching policy; and
 - (d) on any matter referred to the Committee by the Vice-Chancellor, the Chair of the Committee or a member of the University Executive with portfolio responsibility for access and equity.
- 10.2 The Committee, in carrying out its quality and standards role is:
- (a) to monitor the development of the University's policies and plans in relation to access, equity and community; and
 - (b) to advise on the coordination of the University's access and equity agenda; and
 - (c) to monitor the University's access and equity activities.
- 10.3 The Committee may:
- (a) establish such subcommittees with such membership as the Committee thinks fit; and
 - (b) determine the functions and operation of subcommittees appointed by the Committee.

11 University Access and Equity Committee meetings

11.1 The Chair of the Committee (or, if the Chair is not present, the Deputy Chair) is to convene all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

[*Note:* it is expected that the Committee will meet at least once every 2 months.]

11.2 At a meeting of the Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

11.3 The Chair of the Committee must convene a meeting of the Committee at any time if asked to do so by at least 50% of the members.

11.4 The procedure at meetings of the Committee is to be determined by the Chair taking into account the advice of the members.

11.5 The Vice-Chancellor is to nominate officers of the University to provide secretariat and other support to the Committee.

11.6 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 5 - JOINT MEETINGS OF QUALITY AND STANDARDS COMMITTEES

12 Joint Committee establishment and membership, etc

12.1 Each of the quality and standards Committees are to meet jointly and constitute, at such a meeting, the Joint Quality and Standards Committee (the *Joint Committee*).

12.2 The members of each of the quality and standards Committees, acting in a personal capacity, are members of the Joint Committee.

12.3 The Chair of the Joint Committee is to be appointed by the Vice-Chancellor from among the Chairs of the quality and standards Committees.

13 Terms of reference of Joint Committee meetings

- 13.1 A Joint Committee may advise the Vice-Chancellor:
- (a) on major issues of University-wide strategy or significance; and
 - (b) on overarching plans and policies; and
 - (c) on the broad policies in relation to conditions of service of staff; and
 - (d) any matter referred to the Joint Committee by the Vice-Chancellor or a member of the University Executive.
- 13.2 A report from each Joint Committee meeting is to be forwarded to the Council.
- 13.3 A Joint Committee may:
- (a) establish such subcommittees with such membership as the Committee thinks fit; and
 - (b) determine the functions and operation of any subcommittees appointed by the Joint Committee.

14 Joint Committee meetings

14.1 The Chair of the Joint Committee is to convene all meetings of the Joint Committee and preside at all meetings of the Joint Committee at which he or she is present.

[*Note:* it is expected that a Joint Committee meeting will be held at least once in each year.]

14.2 At a meeting of the Joint Committee, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

14.3 The procedure at a Joint Committee meeting is to be determined by the Chair taking into account the advice of the members.

14.4 The Vice-Chancellor is to nominate officers of the University to provide secretariat and other support to Joint Committee meetings.

14.5 At Joint Committee meetings, the Chair has a deliberative and a casting vote.

PART 6 -GENERAL

15 Alternates

15.1 An appointed member of a Committee (other than the Chair and Deputy Chair) who is unable to attend a meeting of the Committee may nominate an alternate (from the same category of membership) to attend the meeting on his or her behalf.

15.2 An alternate must be a person who would otherwise be eligible to be chosen as a member of the Committee.

15.3 An alternate attending a meeting of a Committee has the same rights and obligations as the substantive member in whose place the alternate attends the meeting.

16 Repeal

16.1 The Academic Board and University Policy Committees Rules 2008, as amended and in force immediately before the commencement of these Rules, are repealed.