

THE AUSTRALIAN NATIONAL UNIVERSITY

Academic Board and University Policy Committees Statute 2007

**ACADEMIC BOARD AND UNIVERSITY POLICY
COMMITTEES RULES 2008**

The Council of the Australian National University makes these Rules under section 8 of the *Academic Board and University Policy Committees Statute 2007*.

Dated: 28 March 2008.

Allan Hawke
Chancellor

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PART 1 - PRELIMINARY

1 Name of Rules and commencement

- 1.1 These Rules are the Academic Board and University Policy Committees Rules 2008.
- 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 means a College established by the Council, including:

- the ANU College of Arts and Social Sciences;
- the ANU College of Asia and the Pacific;
- the ANU College of Business and Economics;
- the ANU College of Engineering and Computer Science;
- the ANU College of Law;
- the ANU College of Medicine and Health Sciences;
- the ANU College of Science.

Board means Academic Board.

College Chair means the Chair of the College Executive Committee of an ANU College appointed under rule 3 of the ANU College Governance Rules.

PART 2 - ACADEMIC BOARD

3 Constitution of Board

- 3.1 The Board consists of the following members:
- (a) the Vice-Chancellor;
 - (b) the Deputy Vice-Chancellor;
 - (c) the Pro Vice-Chancellors;
 - (d) the Dean of Students;
 - (e) the College Chair of each of the ANU Colleges;
 - (f) the Deans of the ANU Colleges;

- (g) 4 representatives of the academic staff of the University elected by the academic staff;
- (h) one person appointed, within the immediately preceding 5 year period, as a member of the academic staff of each ANU College, nominated by the College Dean, in addition to the members specified at paragraph 3.1(g);
- (i) 2 representatives of the general staff of the University elected by the general staff in addition to those mentioned in paragraph 3.1(j);
- (j) one member of the general staff of each ANU College, nominated by the College Dean;
- (k) one postgraduate student appointed by the Vice-Chancellor in consultation with the President of the Postgraduate and Research Students' Association Inc.;
- (l) one undergraduate student appointed by the Vice-Chancellor in consultation with the President of the Australian National University Students' Association;
- (m) any additional members appointed by the Vice-Chancellor.

3.2 The Chair of the Board is to be the Vice-Chancellor or his or her nominee.

3.3 The term of appointment of each appointed or elected member of the Board is to be determined by the Vice-Chancellor.

3.4 An appointment necessary to fill a casual vacancy in an office elected under paragraph 3.1 (g) or (i) is to be made by the Vice-Chancellor.

4 Functions and powers of Board

4.1 The Board may advise the Vice-Chancellor on:

- (a) the University's strategic plans and overarching policy, including the academic profile and organization of the University, teaching, learning, scholarship, research and research training across the ANU Colleges;
- (b) the academic goals that provide the basis for financial and capital planning;
- (c) the conditions for the appointment, employment, promotion and performance management of staff;
- (d) reviews of academic activities;
- (e) any other matter referred to it by the Vice-Chancellor.

4.2 In giving advice to the Vice-Chancellor, the Board may consult with University policy committees, subcommittees of the Board or other University bodies.

4.3 The Vice-Chancellor is to provide the Council with a report relating to each meeting of the Board, and, in particular, the Vice-Chancellor is to provide the Council with a report about each major policy initiative and each matter in relation to the strategic direction of the University or its academic structure that is considered by the Board.

5 Board meetings

5.1 The Chair of the Board is to convene all meetings of the Board and preside at all meetings of the Board at which he or she is present.

5.2 At a meeting of the Board, 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 Board must convene a meeting of the Board at any time if asked to do so by at least 50% of the members.

5.4 The procedure at meetings of the Board 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 Board.

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

PART 3 - UNIVERSITY RESEARCH COMMITTEE

6 University Research Committee

6.1 There is to be a policy committee to be known as the University Research Committee.

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

- (a) the Deputy Vice-Chancellor;
- (b) the Pro Vice-Chancellors;
- (c) the Director of the Research Office;
- (d) the Chair of each of the University's Human Research Ethics Committee, the Animal Experimentation Ethics Committee and the ANU Recombinant DNA Monitoring Committee;
- (e) the Chair of each ANU College research committee;
- (f) one postgraduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
- (g) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
- (h) one member of the general staff appointed by the Chair of the Committee;
- (i) any additional members appointed by the Chair of the Committee.

6.3 The Chair of the Committee is to be the Deputy Vice-Chancellor or his or her nominee.

6.4 The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

7 Terms of reference of University Research Committee

7.1 The Committee may advise:

- (a) the Chair of the Committee on matters relating to research at the University; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

8 University Research Committee meetings

8.1 The Chair of the Committee 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 EDUCATION COMMITTEE

9 University Education Committee

9.1 There is to be a policy committee to be known as the University Education Committee.

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

- (a) the Deputy Vice-Chancellor;
- (b) the Pro Vice-Chancellors;
- (c) the Dean of each ANU College or his or her alternate;
- (d) the Dean of Students;
- (e) the Registrar;
- (f) one postgraduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;
- (g) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
- (h) one member of the general staff appointed by the Chair of the Committee;
- (i) any additional members appointed by the Chair of the Committee.

9.3 The Chair of the Committee is to be the Deputy Vice-Chancellor or his or her nominee.

9.4 The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

9.5 The Dean of each ANU College:

- (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 Dean or is to attend meetings only in the Dean's absence.

10 Terms of reference of University Education Committee

- 10.1 The Committee may advise:
- (a) the Chair of the Committee on matters relating to the University's education and postgraduate training activities; and
 - (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
 - (c) the Academic Board on any matter referred to the Committee by the Academic Board.

11 University Education Committee meetings

11.1 The Chair of the Committee 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 - UNIVERSITY INFORMATION STRATEGY COMMITTEE

12 University Information Strategy Committee

12.1 There is to be a policy committee to be known as the University Information Strategy Committee.

12.2 Each of the following is to be a member of the University Information Strategy Committee:

- (a) the Pro Vice-Chancellor with portfolio responsibility for information strategy;
- (b) one member of the academic staff of each ANU College, chosen by its Dean;
- (c) the Directors in the Division of Information;
- (d) one postgraduate student appointed by the Chair of the Committee in consultation with the President of the Postgraduate and Research Students' Association Inc.;

- (e) one undergraduate student appointed by the Chair of the Committee in consultation with the President of the Australian National University Students' Association;
- (f) 2 members of the general staff appointed by the Chair of the Committee;
- (g) one Head of an Administrative Division appointed by the Chair of the Committee;
- (h) any additional members appointed by the Chair of the Committee.

12.3 The Chair of the Committee is to be the Pro Vice-Chancellor with portfolio responsibility for information strategy.

12.4 The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

13 Terms of reference of University Information Strategy Committee

13.1 The Committee may advise:

- (a) the Chair of the Committee on matters relating to the University's information infrastructure, management and services; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

14 University Information Strategy Committee meetings

14.1 The Chair of the Committee 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 in each Semester.]

14.2 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.

14.3 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.

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

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

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

PART 6 - UNIVERSITY COMMUNITY EQUITY COMMITTEE

15 University Community Equity Committee

15.1 There is to be a policy committee to be known as the University Community Equity Committee.

15.2 Each of the following is to be a member of the University Community Equity Committee:

- (a) the Chair of the Academic Board;
- (b) one Dean, or Deputy Dean (however called), of an ANU College, appointed by the Chair of the Committee;
- (c) the Dean of Students;
- (d) the Director, Facilities and Services, or his or her nominee;
- (e) the Director, Human Resources, or his or her nominee;
- (f) the Director, Jabal Indigenous Higher Education Centre;
- (g) one member of the University Executive chosen from among their number by the members of the University Executive;
- (h) the Registrar, or his or her nominee;
- (i) the Senior Adviser, Equity;
- (j) one Student Services Representative, nominated by the Registrar;
- (k) the President of the Postgraduate and Research Students' Association Inc. or his or her nominee;
- (l) the President of the Australian National University Students' Association or his or her nominee;
- (m) the Director, Marketing and Communications, or his or her nominee;
- (n) 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;
- (o) one member of the general staff, appointed by the Chair of the Committee, in consultation with the relevant staff association;
- (p) any additional members appointed by the Chair of the Committee.

15.3 The Chair of the Committee is to be the Chair of the Academic Board.

15.4 The term of appointment of each appointed member of the Committee is to be determined by the Chair of the Committee.

16 Terms of reference of University Community Equity Committee

16.1 The Committee may advise:

- (a) the Vice-Chancellor on matters relating to the University community, including the community equity agenda and activities; and
- (b) the Academic Board on major issues relevant to the University's strategic plans and overarching policy; and
- (c) the Academic Board on any matter referred to the Committee by the Academic Board.

17 Meetings of University Community Equity Committee

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

17.2 The Committee is to meet at least 4 times a year.

17.3 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.

17.4 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.

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

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

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

PART 7 -GENERAL

18 Alternates

18.1 An appointed member of a Committee 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.

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

18.3 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.

19 Subcommittees

19.1 The Academic Board or a Committee established under these Rules may establish one or more subcommittees to assist it in the carrying out of its functions.

20 Repeal

20.1 The Academic Board and University Policy Committees Rules 2007, as amended and in force immediately before the commencement of these Rules, are repealed.

These Rules commenced on 3 April 2008