

THE AUSTRALIAN NATIONAL UNIVERSITY

ANU College Governance Statute 2010

ANU COLLEGE GOVERNANCE RULES (No. 2) 2010

The Council of The Australian National University makes these Rules under section 4 of the *ANU College Governance Statute 2010*.

Dated: 24 September 2010.

Professor the Hon Gareth Evans AO QC
CHANCELLOR

1 Name of Rules and commencement

- 1.1 These Rules are the ANU College Governance Rules (No. 2) 2010.
- 1.2 These Rules commence on the day after they are registered.

[*General note:* The governance arrangements for ANU Colleges are intended to provide for collegial contributions by staff and students to College operations and plans. It is intended that ANU College advisory bodies be an integral part of the strategic planning process of the University, and assist in ensuring the quality and integration of the teaching and research activities of the College. It is also intended that they provide a forum where wide consultation is possible, and each constituent part of the College is appropriately represented.]

2 Interpretation

- 2.1 In these Rules, unless the contrary intention appears:
College Head, for an ANU College, means the person appointed under rule 3 as College Head.
department includes centre or division.
Education Dean, for an ANU College, means the person appointed under rule 3 as Education Dean.
Executive Committee, for an ANU College, means the committee established under rule 7.
Statute means the *ANU College Governance Statute 2010*.

[Note: **College** is defined in the Statute.]

3 College Head and Education Dean

- 3.1 The Vice-Chancellor must appoint a College Head and an Education Dean for each College.

4 College advisory bodies

- 4.1 There is to be an advisory body for each ANU College.

4.2 Unless the Vice-Chancellor approves another similar body to be the advisory body for an ANU College, each College advisory body is to be as constituted under subrules 4.3 to 4.7.

4.3 Each of the following is to be a member of the ANU College's advisory body:

- (a) the College Head;
- (b) the Education Dean;
- (c) the College General Manager;
- (d) each of the members of the Executive Committee of the College;
- (e) each of the Directors of the Research Schools, Schools, University Centres and Faculties within the College;
- (f) each Chair of a specialist committee established for the College under rule 12;
- (g) not less than 3 representatives elected by and from the academic staff of the College;
- (h) not less than one representative elected by and from the general staff of the College;
- (i) not less than 3 students of the College, including undergraduate and graduate students, chosen by the College Head in consultation with the President of the Postgraduate and Research Students' Association Inc. and the President of the Australian National University Students' Association;
- (j) if the College Head determines that it is appropriate to do so, a representative from each ANU College with cognate research or education interests, being a person nominated by the College Head of that ANU College;
- (k) such other members, if any, as the College Head appoints.

4.4 The College Head, or his or her nominee, is to Chair meetings of the College advisory body to which subrule 4.3 applies.

4.5 The number of members to be elected under paragraph (g) or (h), and the method of their election, and the number of members to be chosen under paragraph (i), is to be determined by the College Head in consultation with the Chair.

4.6 The term of each member's appointment, for a member to which paragraph (g), (h), (i), (j) or (k) applies, is to be determined by the College Head.

4.7 Unless the Vice-Chancellor otherwise approves, the number of members of a College advisory body must be not less than 15.

5 College advisory body: terms of reference

5.1 A College advisory body may advise the College Head on each of the following:

- the future direction of any of the College's disciplines in relation to education and research;
- the research and educational programs of the College, including their quality;
- outreach activities and cross-campus linkages;
- the terms of reference and membership of specialist committees of the College advisory body;
- any other matter referred to it by the College Head.

5.2 However, the College advisory body may not advise on a matter relating solely to a particular person.

6 College advisory body meetings

6.1 The College Head must convene a meeting of the College advisory body not less than 3 times in each year and at least once in each semester.

6.2 The College Head must convene a meeting of the College advisory body at any time if asked to do so by not less than 20% of the College advisory body's members.

6.3 The Chair of the College advisory body, after consulting the members of the College advisory body present at a meeting, is to determine the procedure for the meeting.

6.4 At a meeting of the College advisory body, 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.

6.5 The College Head must arrange for the provision of secretariat and other support to the College advisory body.

7 College Executive Committee

7.1 There is to be an Executive Committee for each College.

7.2 The members of the Executive Committee include the Education Dean and, otherwise, are to be appointed by the Vice-Chancellor, in consultation with the College Head, from the senior officers of the College.

7.3 The term of each member's appointment is to be determined by the College Head.

7.4 The College Head is to Chair meetings of the Executive Committee.

8 Executive Committee: terms of reference

8.1 The Executive Committee may advise the College Head on each of the following matters:

- the strategic directions of the College and the development of the College Strategic Plan;
- alignment of the College budget and budget submission with the goals of the College Strategic Plan;
- the appropriateness of College administrative and management arrangements;
- the research and education outcomes of the College;
- any other matter referred to it by the College Head.

8.2 However, the Executive Committee may not advise on a matter relating solely to a particular person.

9 Meetings of Executive Committee

9.1 The Chair of each Executive Committee of a College must convene regular meetings of the Executive Committee.

[*Note:* It is expected that meetings of an Executive Committee will be held at least monthly.]

9.2 The Chair of an Executive Committee must convene a meeting of the Committee at any time if asked to do so by not less than 20% of its members.

9.3 The Chair of the Executive Committee, after consulting the members of the Executive Committee present at a meeting, is to determine the procedure for the meeting.

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

9.5 The College Head must arrange for the provision of secretariat and other support to the Executive Committee.

10 Faculty meetings and departmental committees

10.1 The Director of a research school, school, University centre or a faculty may hold faculty meetings or establish departmental committees within his or her research school, school, University centre or faculty.

10.2 Each of the following may be a member of a faculty or a departmental committee:

- (a) each full-time and part-time member of the academic staff of the research school, school, University centre, faculty or department concerned;
- (b) such casual academic staff of the research school, school, University centre, faculty or department as the Director or head of the research school, school, University centre, faculty or department concerned determines;
- (c) at least one general staff member of the research school, school, University centre, faculty or department appointed by the Director or head of the research school, school, University centre, faculty or department concerned;
- (d) the number of students from the classes of students enrolled in the research school, school, University centre, faculty or department concerned as its Director or head determines;
- (e) such other members, if any, as the Director or head of the research school, school, University centre, faculty or department concerned determines.

10.3 The College Head and Education Dean are *ex officio* members of each faculty meeting or departmental committee of the College.

10.4 The Director or head of the research school, school, University centre, faculty or department concerned, or his or her nominee, is to Chair meetings of the relevant faculty or departmental committee.

10.5 A faculty meeting or departmental committee may advise the Director or head of the research school, school, University centre, faculty or department concerned on any matter affecting the academic work or administration of the academic area, other than a matter relating solely to a particular person.

11 Faculty and departmental committee meetings

11.1 The Chair of a faculty meeting or a departmental committee in an ANU College must convene a faculty meeting or departmental committee meeting at least once in each semester.

11.2 The Chair of a faculty meeting or a departmental committee must convene the faculty or departmental committee meeting at any other time if asked to do so by not less than 20% of its members.

11.3 The Chair of a faculty meeting or a departmental committee meeting, after consulting the members present at the meeting, is to determine the procedure for the meeting.

11.4 At a meeting of a faculty or a departmental committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

11.5 The head of the appropriate area in the College must arrange for the provision of secretariat and other support to the faculty or departmental committee meetings.

12 Specialist committees

12.1 The College Head must, after taking advice from the College Executive Committee, establish specialist committees, as sub-committees of the College Executive Committee, to advise the College Executive Committee or College Head and Education Dean on matters relating to education and research.

12.2 The College Head may, after taking advice from the College Executive Committee, establish one or more specialist committees, as a sub-committee of the College Executive Committee, to advise the College Executive Committee or College Head on matters relating to other specific areas of College activity.

12.3 The Chair and members of a specialist committee and the term of each member's appointment are to be determined by the College Head, having taken advice from the College Executive Committee.

12.4 The College Head is an *ex officio* member of each specialist committee.

13 Specialist committees' terms of reference and meetings

13.1 The terms of reference of specialist committees on education and research are to be determined by the Vice-Chancellor on the recommendation of the College Head.

13.2 The College Head, acting with the advice of the College Executive Committee, is to determine the terms of reference of other specialist committees of the College.

13.3 The timing and frequency of meetings of specialist committees are to be determined by the Chair of the relevant committee in consultation with the College Head.

13.4 The Chair, after consulting the members of the committee present at a meeting, is to determine the procedure for the meeting of a specialist committee.

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

13.6 The College Head must arrange for the provision of secretariat and other support to each specialist committee of the ANU College.

14 College forums

14.1 At least once in each year the College Head must convene a staff and student forum (for all academic and general staff and enrolled students of the College) at which the College Head is to report to and discuss with the meeting matters relevant to the operation and development of the College.

14.2 The College Head is to determine the procedure at a staff and student forum.

14.3 A College staff and student forum may not discuss a matter relating to a particular person.

15 Repeal

15.1 The ANU College Governance Rules 2010, as amended and in force immediately before the commencement of these Rules, are repealed.
