ACADEMIC BOARD

MEMBERSHIP AND OPERATING PROCEDURES

(Reference ANU Academic Board Statute 2014 &
ANU Academic Board and Committees Rules 2014)

1. MEMBERSHIP

1.1 Composition

The membership of the Academic Board is set out in section 6 of the Australian National University Academic Board Statute 2013.

The Academic Board consists of the following members:

(a) the Chair appointed under section 5;
(b) the Deputy Vice-Chancellors;
(c) the Pro Vice-Chancellors;
(d) the Registrars;
(e) the Dean of each ANU College;
(f) the Dean of Medicine and Health Sciences;
(g) the Dean of Students;
(h) the Dean, Higher Degree Research;
(i) the University Librarian;
(j) 4 members of the academic staff elected from among the membership of the College Executive Committees of the ANU Colleges, not being the Dean of a College, as mentioned in an Order made by the Vice-Chancellor for the purpose;
(k) 3 academic staff elected from among their number in the ANU College of Arts and Social Sciences;
(l) 3 academic staff elected from among their number in the ANU College of Asia and the Pacific;
(m) 3 academic staff elected from among their number in the ANU College of Business and Economics;

(n) 2 academic staff elected from among their number in the ANU College of Engineering and Computer Science;

(o) 2 academic staff elected from among their number in the ANU College of Law;

(p) 3 academic staff elected from among their number in the ANU College of Medicine, Biology and Environment;

(q) 3 academic staff elected from among their number in the ANU College of Physical and Mathematical Sciences;

(r) 2 members of the general staff elected from among their number;

(s) 1 postgraduate student appointed by the Vice-Chancellor in consultation with the President of the Postgraduate and Research Students' Association Inc.;

(t) 1 undergraduate student appointed by the Vice-Chancellor in consultation with the President of the Australian National University Students' Association Inc.;

(u) if there is no indigenous person holding a position on the Board, the Vice Chancellor, after consulting with the Tjabal Indigenous Higher Education Centre is to nominate 1 member of the academic staff who is an indigenous person to be a member of the Board.

(v) The Chair of the Board with the agreement of the Board may appoint up to 5 additional members to provide a diversity of views if the Chair believes the current membership of the Board does not reflect the academic and cultural diversity of the University.

1.2 Standing Invitation to Attend

A standing invitation to attend meetings may be extended to a member of the staff of the University by the Board on the recommendation of the Chair.

1.3 Term of Office

1) The term of office of the Chair is to be two years, but this may be renewed for one further two year term.

2) The term of office of each elected member of the Board is to be two years, but may be renewed.

3) The term of office of members of the Board appointed under (s) and (t) is to be one year, but may be renewed.

4) The term of office of members of the Board appointed under (u) is to be two years, but may be renewed.

Academic Board 2017: Membership And Operating Procedures
1.4 Vacancies

1) If an elected or appointed member is absent for 3 meetings of the Board without the approval of the Chair, the member may be removed from the Board and the Chair may appoint a person who would otherwise be eligible for election or appointment to the position to complete the remainder of the former member’s term of office.

2) If an elected position of a member falls vacant due to:
   - the resignation of the member; or
   - the death of the member; or
   - the member ceasing to hold the requisite qualifications for the position;

   the Chair may appoint a person who would otherwise be eligible for election to the position to complete the remainder of the former member’s term of office.

1.5 Gender Balance

Whenever an opportunity arises for the Chair to appoint a new member to the Board, the Chair will have regard to the current gender balance of the Board before making decisions regarding an appointment.

2. TERMS OF REFERENCE OF THE ACADEMIC BOARD

The functions and powers of the Board, as set out in the Australian National University Academic Board Statute, include:

a) operating with the assistance of specialist committees;
b) accrediting and reaccrediting programs and changes to existing programs;
c) ensuring the maintenance of the highest standards in teaching, scholarship and research within the University;
d) approving Degrees and other awards;
e) discussing and developing policy recommendations in relation to the University’s academic matters;
f) maintaining an effective overview of the academic activities of the University and advising and assisting in their coordination;
g) advising on the academic aspects and content of the University’s strategic plan;
h) providing a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community;
i) reporting to the University Council at intervals, and in the manner specified by the University Council, on the performance of its functions.

3. ROLE OF THE BOARD AND MEMBERS

The Board will take a University-wide perspective in carrying out its role. A review of the performance of the Academic Board will be held once every two years, consistent with the practice of Committees of Council.
Noting the need to exercise discretion in relation to any confidential matter, all other matters before the Board should be open to wide discussion by members and members should inform themselves as fully as possible about issues in preparation for meetings.

4. DISCLOSURE OF MATERIAL PERSONAL INTEREST

Any member of the Academic Board who has any direct or indirect material personal interest in relation to any items of the Agenda must declare this to the Chair of the Academic Board. The disclosure must be made as soon as possible after the relevant facts have come to the member’s knowledge and must be recorded in the minutes of the meeting. Unless the Board otherwise determines, the member must not be present during any deliberation by the Board on the matter and must not take part in any decision of the Board on the matter. Further, for the purpose of making this determination, any member who has a material personal interest in the matter to which the disclosure relates must not be present during any deliberation by the Board on whether to make the determination and must not take part in making the determination.

5. CHAIR

1) The Council, on the recommendation of the Vice-Chancellor, is to appoint a person to Chair the Academic Board.

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

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.

4) The Chair may, where necessary, undertake executive action on behalf of the Board between meetings and must report any such action back to the Board as soon as practicable.

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

6. DEPUTY CHAIR

1) The Board is to appoint one of its members to be the Deputy Chair of the Board.

2) A call for nominations for the position will be made leading up to the ballot and, if the election is held at a meeting of the Board, at that meeting.

3) Nominations require a nominator and the agreement of the nominee to stand for election.

4) In a ballot, the method of voting will be first past the post.

5) The term of office is two years.
6) If the position of a Deputy Chair falls vacant due to:

- the resignation of the Deputy Chair; or
- the death of the Deputy Chair; or
- the Deputy Chair ceasing to be a member of the Board;

the Chair or nominee will call for nominations in accordance with aforementioned process. The newly elected Deputy Chair will complete the remainder of the former Deputy Chair’s term of office.

7) If a vacancy as described in 6) occurs and the term of office of a majority of the elected members of the Board will expire within a period of three months, then the Chair may elect to not call for nominations until elections have been concluded at the expiration of those terms.

7. STEERING COMMITTEE

The Steering Committee of the Academic Board will meet within twenty-one days of the meeting of the Board. The role of the Steering Committee is to assist in framing the agenda, including the order of items and items to be starred for discussion.

8. MEETING SCHEDULE

It is expected that the Board will meet at least 6 times per year. A schedule of meeting dates will be maintained at the Board’s website.

9. QUORUM

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. Once a meeting has commenced with the required quorum, that quorum will be deemed to continue to exist unless the lack of a quorum is drawn to the attention of the Chair by a Board member.

10. ATTENDANCE AT MEETINGS

Alternates

- If a Registrar is unable to attend a meeting, the Registrar may appoint, as an alternate to attend that meeting, a person who holds a senior management role in a Division for which the Registrar has direct responsibility.
- If a Dean of an ANU College is unable to attend a meeting, the Dean may appoint, as an alternate to attend that meeting, an academic staff member who is a member of the College Executive Committee of the Dean’s College.
- If the Dean of Medicine and Health Sciences is unable to attend a meeting, the Dean may appoint, as an alternate to attend that meeting, a senior member of the academic staff of the ANU Medical School.
- If the University Librarian is unable to attend a meeting, the University Librarian may appoint, as an alternate to attend that meeting, a person who holds a senior
management role in the University Library and who reports directly to the University Librarian.

- If an elected academic staff member from a College is unable to attend a meeting, the Dean of that College may nominate an alternate to attend that meeting.
- If an elected member of a College Executive Committee is unable to attend a meeting, the member may appoint, as an alternate to attend that meeting, an academic staff member who is a member of any College Executive Committee.
- If a member of the general staff is unable to attend a meeting, the member of the general staff may appoint, as an alternate to attend that meeting, another member of the general staff approved by the Chair.
- If a student member is unable to attend a meeting, the student member may appoint, as an alternate to attend that meeting, a student member from the governing body of the relevant student organisation.
- If a member nominated under paragraph 6.1(t) of the Statute is unable to attend a meeting, the member may appoint, as an alternate to attend that meeting, a member of the academic staff who is an indigenous person.
- Attendance by invitation for particular items will be determined by the Chair prior to meetings and will be subject to the agreement of the meeting.
- The Chair may confer speaking rights in respect of non-members who attend meetings by invitation.

11. OPEN MEETINGS OF THE ACADEMIC BOARD

1) Meetings of the Academic Board will be open to members of the University Council, academic and professional staff of University and to undergraduate and postgraduate students of the University.

2) No more than 15 persons will be admitted as observers at any meeting. Observers will be treated on a "first come first served" basis. They should notify the Secretary to the Board in advance of the meeting of their request to attend. Observers will be asked to sign the attendance sheet at the meeting.

3) Observers will have no speaking right and may not communicate with members of the Board during the meeting.

4) Observers may not bring recording equipment or cameras into the meeting.

5) Consistent with the policy and practice of Council, all matters in the agenda of the Academic Board relating to individual persons, including appointments, enrolment, candidacy for degrees, personal details, performance and conduct are declared to be confidential. At the beginning of the meeting, members of the Academic Board may ask that other particular items on the agenda be treated as confidential and the Board will determine this. During the course of the meeting, the Chair may declare a particular item to be confidential and observers will be asked to leave until consideration of that item has finished.

6) Access to copies of the agenda will be made available to observers where possible.
12. **SECRETARIAT**

The Vice-Chancellor nominates officers of the University to provide secretariat and other support to the Board.

13. **DISTRIBUTION OF AGENDAS AND MINUTES**

1) Agendas and minutes will be available to members from the Board's alliance site.

2) A distribution will be maintained by the Secretariat.

3) Members may either download the agenda and minutes to personal laptops or iPads, or in hard copy from the site.

4) Normally, agendas will be distributed to members approximately one week prior to the meeting.

5) Minutes will be posted on the Board's website following confirmation by the Board.

14. **CONDUCT OF BUSINESS**

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

ACH 15/03/17