

<b>ACADEMIC BOARD STANDING COMMITTEE</b>	
Reporting To	Academic Board
Contact	Mrs Rowena Bower, Manager, Academic Policy and Programs Unit (3365-1989)
Date Last Amended	7.3.11
Dates Previously Amended	3.3.97, 24.2.03, 21.4.08, 23.11.09, 30.7.10
Date for Next Review	
Sub-Committees	
File Number	A345/2
<b>Terms of Reference</b>	
<ul style="list-style-type: none"> <li>• to serve as the executive of the Board;</li> <li>• to provide a continuing forum for advice to the President of the Academic Board and the Vice-Chancellor;</li> <li>• to assist with the management of the Board's agenda;</li> <li>• to initiate position papers on major issues of academic and educational importance arising from the work of Board committees and from outside the University for consideration by the Board;</li> <li>• to consider reports and proposals from ad hoc committees, faculties and schools and provide recommendations on such reports and proposals to the Board;</li> <li>• to make recommendations to the Board on major institutional reorganisations;</li> <li>• to make recommendations to the Board on the establishment of institutes and university centres;</li> <li>• to make recommendations to the Vice-Chancellor on the establishment of faculty centres (where faculty centres are primarily involved in community service or interdisciplinary teaching); and</li> <li>• to oversee the review of institutes, university centres and schools on behalf of the Board.</li> </ul>	
<b>Composition</b>	
<i>Ex Officio</i>	
<ul style="list-style-type: none"> <li>• President (Chairperson)</li> <li>• Deputy President</li> </ul>	
<i>Elected Members</i>	
<ul style="list-style-type: none"> <li>• One representative from each faculty elected by and from the Board (for a two-year term) (One additional representative from the Faculty of Science for 2011-2012)</li> <li>• One representative from the University's institutes elected by and from the Board (for a two-year term)</li> <li>• Two elected staff members of the Board elected by and from the Board (for a two-year term)</li> <li>• One student representative elected from the student representatives on the Board</li> </ul>	
<b>Administrative Arrangements</b>	
<ul style="list-style-type: none"> <li>• Each faculty and institute representative and elected Board member is to: <ul style="list-style-type: none"> <li>▪ represent the Board on institute and university centre review committees (the representative allocated to a review committee will not belong to any of the faculties involved in the administration of a university centre under review);</li> <li>▪ represent the Board on school and discipline review committees (the representative allocated to a review committee will not belong to the same faculty as the school or discipline under review);</li> <li>▪ represent the Board on faculty selection committees for Lecturer Level B – D positions [the responsibilities being shared with former Standing Committee members] (the representative allocated to a faculty selection committee will not belong to the faculty that is conducting the selection process); and</li> <li>▪ lead discussions at Standing Committee and Board meetings, on any matters arising from their particular faculty/institute.</li> </ul> </li> <li>• Standing Committee meets as often as required but normally at intervals no longer than one month.</li> <li>• Any member who expects to be unable to carry out Standing Committee duties for longer than three months must seek leave of absence or resign from Standing Committee and be replaced by a co-opted or elected member at the discretion of the President.</li> <li>• In the event of a mid-term vacancy, the position will be filled by means of a by-election.</li> </ul>	
<b>Quorum</b>	<b>5</b> (in accordance with <i>Senate Committee Policy Statement – HUPP Policy No 1.30.2</i> )
<b>Notes</b>	