WESTERN SYDNEY
UNIVERSITY

ACADEMIC SENATE DISCIPLINE EXPERTS APPOINTMENT PROCESS

1. INTRODUCTION

1.1 Purpose

a. The process outlined below are for nominating and appointing Discipline Experts as members of the Academic Senate in accordance with the Academic Senate Charter.
b. The process supports the appointment of Discipline Experts as members of Academic Senate as detailed in the Academic Senate Charter.
c. The process is designed to ensure that Academic Senate comprises Discipline Experts representing an appropriate spread across the academic disciplines of the University and who are appointed through a transparent process.

1.2 Definitions

a. Academic Staff means an academic employee holding a substantive ongoing academic position of 0.5 full-time equivalent or above.

b. EOI means Expression of Interest

2. ELIGIBILITY AND SELECTION CRITERIA

2.1 Eligibility

a. Academic Staff as defined above, are eligible to submit an Expression of Interest (EOI) subject to meeting the selection criteria detailed below.

b. In exceptional cases, where essential for disciplinary coverage, fixed-term or professional-practice academics can be considered with the endorsement of the relevant Executive Dean/Director and the Chair of Academic Senate.

2.2 Selection criteria

a. Essential
   i. Academic leadership: Demonstration of leadership in research, teaching, and/or service to the discipline, profession or relevant communities.
   ii. Disciplinary standing: Evidence of recognition and impact in research and teaching and/or professional practice (e.g. keynote invitations, awards, research standing measures)
   iii. Curriculum and assessment development: Experience in designing and/or reviewing curricula and/or assessment, and a capacity to consider and decide on proposals presented to Academic Senate
   iv. Evaluating academic quality and innovation: Experience in evaluating teaching and research quality, educational innovations, and academic-integrity risks (e.g., grant and publication review, participation in peer review panels, curriculum innovation projects, and/or integrity investigations)

b. Desirable
   i. Academic governance committee experience.
   ii. Familiarity with higher education regulatory frameworks and threshold standards (e.g., TEQSA), risk management, and/or delivery of academic programs at School/Institute level.

3. PROCESS

3.1 Nomination

a. The University, through the Office of Governance Services, will call for expressions of interest from academic staff.

b. All EOIs must be submitted by the closing date indicated in the notice calling for EOIs.

c. The Chair of Academic Senate can determine to accept nominations after the closing date should there be significant gaps in the disciplinary spread of nominations.

d. Expressions of interest must consist of:
   iii. Current curriculum vitae
   iv. Statement addressing the selection criteria (maximum 2 pages)
   v. Letter of recommendation from a current or recent (in the past 4 years) Academic Senate member
   vi. Dean or Institute Director endorsement confirming availability.

e. The Office of Governance Services will:
   vii. Verify expressions of interest for completeness and eligibility; and
   viii. Compile a list of nominations for Academic Senate, reporting on any exclusions; and
   ix. Provide Academic Senate Members with full submission papers for consideration and voting.

3.2 Appointment

a. The Office of Governance Services will arrange for members of the Academic Senate to participate in a ranked voting process for all eligible candidates. The eligible nominees with the highest preferences will be appointed as members of Academic Senate in accordance with the number of Discipline Expert members per faculty and/or institutes as stipulated in the Academic Charter, section 2.3.

b. The results of the appointments will be communicated to Academic Senate members and the University community and reported to the next meeting of Academic Senate for noting.

c. The position as Discipline Expert is for a two-year term with two possible consecutive reappointments.

d. All staff wishing to seek a reappointment must submit an EOI for every consecutive term and progress through the nomination and appointment process each time.

4. REVIEW

The Academic Senate will review these procedures every two years.

Approved by Academic Senate 10 October 2025