

# Academic Senate Standing Committees Policy

## Section 1 - Purpose and Context

### Preamble

- (1) The following document defines the roles, terms of reference, and memberships for standing committees of Academic Senate (Senate), including academic governance committees at college and school levels.
- (2) Senate and its committees are accountable to the Board of Trustees (Board). Following the Board's approval in 2006 of roles, terms of reference, and membership for standing committees of Senate, it has delegated to Senate the power to approve future amendments to those roles, terms of reference and memberships.
- (3) Senate may not delegate the authority to amend the roles, terms of reference, and memberships for standing committees of Senate.
- (4) The term of office for elected and appointed positions on standing committees of Senate is two years.
- (5) The Vice-Chancellor is, by virtue of office, a member of all Senate committees.
- (6) The Chair, Academic Senate is, by virtue of that office, a member of all Senate committees.
- (7) Election or appointment of students to the student positions on the committees referred to in this Policy will be in accordance with provisions prescribed by the Board of Trustees for the filling of student positions on student associations and governance committees.

## Section 2 - Section 2 – Definitions

- (8) Nil.

## Section 3 - Academic Committees

### Part A - Academic Senate Specialist Standing Committees

#### Executive Committee (Academic Senate)

##### Role

- (9) Academic Senate's Executive Committee determines urgent matters on behalf of Senate between meetings of the full Senate, monitors the business of Senate and all Senate committees, and reviews Senate action sheets, to ensure that appropriate follow-up is taking place. It also assists in the process of determining which matters should be referred to Senate for attention.

##### Terms of Reference

- (10) Identify issues requiring attention by the Senate and ensure the preparation of appropriate draft proposals and

recommendations, together with supporting documentation, for consideration by Senate.

(11) Facilitate the flow of business among Senate and its other standing committees.

(12) Determine urgent matters within the jurisdiction of Senate, which arise between meetings of Senate, and report action taken to Senate.

(13) Consider and determine any matters referred to it by Senate, or by the Chair, Academic Senate, or, where urgency is required, by Academic Senate's other committees.

## **Membership**

(14) Membership is as follows:

- a. Chair, Academic Senate (Chair)
- b. Deputy Chair Academic Senate
- c. Pro Vice-Chancellor, University Engagement, or nominee
- d. Pro Vice-Chancellor (Learning and Teaching), or nominee
- e. Pro Vice-Chancellor (Research), or nominee
- f. Pro Vice-Chancellor (Quality), or nominee
- g. One Chair of a School Academic Committee (SAC) from each College, who is a member of Senate, elected by the Chairs of School Academic Committees within the respective College Registrar
- h. Two of the members of Senate, chosen by the Chair, Academic Senate, to achieve gender balance and/or appropriate expertise.

## **Education Committee**

### **Role**

(15) Senate's Education Committee assists Senate by developing and reviewing academic policies relating to learning and teaching in the University and the quality framework for the University's academic programs.

### **Terms of Reference**

(16) Provide advice and comment to Senate, supporting it by undertaking the following tasks.

- a. Develop appropriate policies, guidelines and protocols to foster the improvement of learning and teaching within the University.
- b. Review key performance indicators for the learning and teaching component of the University's Strategic Plan.
- c. Develop standards, policies and protocols for assuring the quality of academic programs.
- d. Develop standards, policies and protocols used to determine the amount of advanced standing to be awarded under the provisions of articulation arrangements, both domestic (on and off campus) and off shore.
- e. Develop mechanisms for the identification and dissemination of good practice and excellence in learning and teaching.
- f. Develop Codes of Practice for teaching, learning and assessment that specify the obligations of staff and students.
- g. Develop and review academic rules, policies and processes.
- h. Develop and review policies for the approval of academic courses and units.
- i. Formulate advice to Senate and the University Executive regarding priorities and guidelines for educational innovation and enhancement projects and regarding grants and internal awards for excellence in teaching.
- j. Consider any matters referred to it by the Academic Senate or by the Chair, Academic Senate, or by college

committees.

## Membership

(17) Membership is as follows:

- a. Pro Vice-Chancellor (Learning and Teaching), (Chair)
- b. Chair, Academic Senate, or nominee, who will act as Deputy Chair
- c. One Chair of a School Academic Committee, who is a member of Senate, chosen by the Chair, Academic Senate
- d. Pro Vice-Chancellor, University Engagement
- e. Pro Vice-Chancellor (Quality)
- f. Dean of Indigenous Education, or nominee
- g. Associate Dean (Academic), or equivalent\*, from each College
- h. Director Student Support Services
- i. University Librarian, or nominee
- j. Registrar, or nominee
- k. Director International, or nominee
- l. Head Student Learning Unit
- m. Head, Teaching Development Unit
- n. One undergraduate student,
- o. One postgraduate student

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

## Academic Planning and Courses Approvals Committee

### Role

(18) Senate's Academic Planning and Courses Approvals Committee assists the Senate by:

- a. providing advice to Senate with respect to development and review of the University's academic program profile; and
- b. making recommendations to Senate in respect of proposals for new and amended academic courses and new and amended course articulation agreements with other institutions.

### Terms of reference

(19) Provide advice and comment to Academic Senate, supporting it by undertaking the following tasks.

- a. Make recommendations to Senate regarding proposals from the Colleges for new and amended undergraduate and postgraduate courses and proposals for new and amended articulation arrangements, noting associated business plans.
- b. Periodically monitor the academic profile of units in courses.
- c. As and when appropriate, refer course and articulation proposals back to the relevant College for amendment and resubmission.
- d. Ensure that proposals for articulation arrangements are consistent with the University's advanced standing policies and precedents.
- e. Consider any relevant matters referred to it by the Academic Senate or by the Chair, Academic Senate, or by

college committees.

## **Membership**

(20) Membership is as follows:

- a. Deputy Vice-Chancellor Academic and Research, (Chair)
- b. Deputy Vice-Chancellor International and Development
- c. Chair, Academic Senate, or nominee, who will act as Deputy Chair
- d. Deputy Chair Academic Senate, or nominee
- e. the Pro Vice-Chancellor, Engagement
- f. the Pro Vice-Chancellor (Learning and Teaching),
- g. the Pro Vice-Chancellor (Quality)
- h. One Head of School, chosen by the Chair, Academic Senate
- i. Executive Dean of each College
- j. Registrar, or Deputy Registrar, as nominee
- k. University Librarian
- l. One undergraduate student
- m. One postgraduate student
- n. Up to two of members of Academic Senate, chosen by the Chair of the Committee, to achieve gender balance and/or provide appropriate expertise.

## **Research Committee**

### **Role**

(21) Senate's Research Committee encourages and assists the development of high quality research practices across the University.

### **Terms of reference**

(22) Provide advice and comment to Senate, supporting it by undertaking the following tasks.

- a. Provide advice, and make recommendations, to Senate regarding the development of research policy in the University.
- b. On behalf of Senate and having regard for the University's mission, goals and priorities, develop and review regularly, and establish key performance indicators for, the research component of the University's academic plans.
- c. Assist Academic Senate to:
  - i. identify, encourage and promote the development of good practice and excellence in research, and encourage innovative and flexible research practices;
  - ii. promote the development of productive collaborative research across and beyond the University; and
  - iii. advise University Management on the development of research directions and priorities for the University.
- d. On behalf of Senate, monitor performance and trends in research by considering regular reports relevant to the Committee's work.
- e. Consider matters referred to it by Senate or by the Chair, Academic Senate, or by the Research Studies Committee, or by college committees.

## Membership

(23) Membership is as follows:

- a. Pro Vice-Chancellor (Research) (Chair)
- b. Chair, Academic Senate, or nominee, who will act as Deputy Chair
- c. Pro Vice-Chancellor, University Engagement
- d. Dean of Research Studies
- e. Dean of Indigenous Education, or nominee
- f. One Head of School, who is research active, chosen by the Chair, Academic Senate
- g. Associate Dean (Research), or equivalent\*, of each college, or alternate nominated by the Executive Dean
- h. One representative of the University's research centres, elected by the Directors of University Research Centres
- i. University Librarian, or nominee
- j. One higher degree research candidate

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

## Research Studies Committee

### Role

(24) Senate's Research Studies Committee provides advice to Senate regarding academic matters relating to research undertaken by research and higher degree students of the University. On behalf of Senate, it oversees the candidatures of those students and has the delegated authority to approve the conferral of research higher degrees. The committee provides advice to Senate regarding the development of research training policy in the University.

### Terms of Reference

(25) Provide advice and comment to Senate, supporting it by undertaking the following tasks:

- a. In accordance with the University's rules for Masters (Honours) degrees, and PhD, Professional Doctorate, and other doctoral programs with research components:
  - i. monitor candidates admitted to higher degree research programs;
  - ii. vary candidatures for higher degree research programs;
  - iii. appoint supervisory panels for higher degree research programs; and
  - iv. approve the awarding of degrees for higher degree research programs other than higher doctorate degrees of Doctor of Letters and Doctor of Science. [Note: The authority to approve degrees cannot be delegated by the Committee. In exceptional circumstances, on the recommendation of the Chair of the Research Studies Committee, the Chair, Academic Senate will approve research and higher degrees on behalf of Academic Senate.]
- b. Assist Senate to:
  - i. identify, encourage and promote the development of good practice and excellence in research training;
  - ii. promote the development of productive collaborative research training initiatives across and beyond the University.
- c. Provide advice to Senate and its committees on any academic policy matter affecting the studies of students undertaking research programs in the University, including the following:
  - i. codification of supervision requirements;
  - ii. student progress;

- iii. terms and conditions of postgraduate scholarships;
  - iv. examination processes for research students;
  - v. audit of academic support provided for postgraduate students;
  - vi. postgraduate research program development, including recommendations of proposals for new and amended higher degree courses;
  - vii. quality assurance mechanisms for postgraduate research; and
  - viii. content of research training plans.
- d. Consider matters referred to it by Senate or by the Chair, Academic Senate or by college committees.

## Membership

(26) Membership is as follows:

- a. Dean of Research Studies (Chair)
- b. Chair, Academic Senate, or nominee, who will act as Deputy Chair
- c. Pro Vice-Chancellor (Research)
- d. Dean of Indigenous Education, or nominee
- e. Associate Dean (Research), or equivalent\*, of each college, or alternate, nominated by Executive Dean
- f. One Head of School, who is research active, chosen by the Chair, Academic Senate
- g. One Head of a University Research Centre, nominated by the Pro Vice-Chancellor (Research)
- h. Nominee of the Registrar
- i. One research - active, research - supervisor - registered academic (level D or E) from each college, nominated by the Pro Vice-Chancellor (Research), in consultation with the Executive Dean
- j. One higher degree research candidate

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

## Senate Academic Standards and Integrity Committee

### Role

(27) Senate Academic Standards and Integrity Committee hears appeals by students against decisions of college committees constituted under the provisions of the following academic policies, in accordance with that Policy:

- a. [Misconduct - Student Academic Misconduct Policy](#);
- b. [Progression and Unsatisfactory Academic Progress Policy](#);
- c. [Honours in Bachelor Awards Policy](#);
- d. [Scholarships and Prizes for Undergraduates Policy](#);
- e. [Higher Degree Rules - Appeals Policy](#); and
- f. [Misconduct - Higher Degree Research Candidate Misconduct in Research Policy](#)

### Terms of Reference

(28) As per the relevant policy. A student may appeal to the Senate Academic Standards and Integrity Committee against a decision made under one of policies referred to in the previous clause, on one, or both, of the following grounds:

- a. where the student considers there has been a breach of procedural fairness; or

- b. where the student considers substantial new information is available that was not available when the decision about the student's case was made.

## **Membership**

(29) The Chair, Academic Senate, or the Deputy Chair Academic Senate, will chair the Senate Academic Standards and Integrity Committee, and select three other individuals to serve, from the following, having regard for the student's college and whether the appeal is about a decision in respect of research work only, or coursework only, or a combination of research and coursework:

- a. Dean of Research Studies
- b. Registrar, or nominee
- c. Associate Deans, Research, or equivalent\*
- d. Associate Deans, Academic, or equivalent\*
- e. Director Equity and Diversity, or nominee
- f. Heads of School who are members of Academic Senate
- g. Student (from the students who are members of Academic Senate )

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

(30) Persons who have participated in the assessment of the student's case, before the matter has come to the Senate Academic Standards and Integrity Committee, will be ineligible to sit as members of the Committee / Panel convened to hear an appeal by that student.

(31) Each time the Senate Academic Standards and Integrity Committee is convened, it will have at least one member of each gender.

(32) A quorum of the Senate Academic Standards and Integrity Committee is three members, two of whom must be academic staff.

## **Part B - College Academic Committees**

### **College Education, Assessment and Progression Committee**

#### **Role**

(33) The College Education Assessment and Progression Committee tenders reports to Academic Senate, to Academic Senate's Education Committee, to its Academic Planning and Courses Approvals Committee, and, with respect to proposals for new or amended coursework units in postgraduate research programs, to its Research Studies Committee, as required and as relevant.

(34) The Committee is the main academic business committee for the College. The Committee meets a minimum of six times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair .

(35) The Committee therefore has a considerable work load and, in practice, may arrange for its specialist work in relation to assessment be undertaken by a sub-set of its members, and may delegate to the Executive Committee of the College Education Assessment and Progression Committee the responsibility for authorising decisions.

## Terms of Reference

(36) The work of the Committee includes:

- a. monitoring the operations of the University's academic policy in the College.
- b. recommending to the Academic Planning and Courses Approvals Committee of Academic Senate regarding the approval of new and amended courses, and articulation arrangements.
- c. oversight of the assessment and examination of students in the College, and matters relating to the awarding of degrees, medals and prizes to students in the College.
- d. acting as the College's Board of Examiners, and authorising the conferral of degrees and awards to students.

(37) Review the operation in the College of the University's academic rules and policies, and, as appropriate, make recommendations to the Education Committee of Academic Senate to create or amend rules and policies.

(38) Assess College proposals for new and amended courses, and proposals for articulation arrangements, ensuring they conform with requirements prescribed by the Academic Senate, and recommend to Senate's Academic Planning and Courses Approvals Committee. [Coursework units in research programs are also referred to the Senate's Research Studies Committee.]

(39) Approve proposals for minor course variations, (referring them back to the School Academic Committee or other proposing committee or officer, when appropriate).

(40) Approve proposals for new and amended units, (referring them back to the School Academic Committee, when appropriate).

(41) Oversee the College's review, evaluation and quality assurance of its teaching activities and of its units and courses, (including responding to the annual course reports), monitor and benchmark outcomes of such evaluation, and, make appropriate recommendations to Senate or other committees, as necessary.

(42) Following all teaching sessions, approve and/or modify recommendations for the awarding or reviewing of results in undergraduate, honours, and all postgraduate coursework units, including coursework units taken as part of postgraduate research programs.

(43) Confirm or review recommendations regarding the conferring of awards of graduate status and degrees, diplomas and certificates to undergraduate, honours and postgraduate coursework students who have completed their studies.

- a. Note - the Committee does not have responsibility for the awards of research higher degrees. These are within the jurisdiction of the Academic Senate's Research Studies Committee and the Senate.
- b. Note - the authority to approve degrees cannot be delegated by the Committee except to the Committee's Executive Committee. In exceptional circumstances, the Chair, Academic Senate may also approve the conferral of awards on behalf of the Academic Senate.

(44) By comparative analysis of unit results in the College and, where appropriate, those for other Colleges, provide advice to Schools, which will help to ensure consistency and fairness in assessment across the College and the University.

(45) Consider and make recommendations regarding any academic matter or process referred to it by the Academic Senate, or the Chair, Academic Senate.

## Membership

(46) Membership is as follows:



- a. Associate Dean (Academic), or equivalent\*, of the College (Chair)
- b. Executive Dean of the College
- c. Associate Dean (Academic), or equivalent\*, of the other Colleges (or nominees)
- d. College Honours Coordinator
- e. Heads of School (or nominees)
- f. The Elected School Members of Academic Senate in the College
- g. Dean of Indigenous Education, or nominee
- h. One Head of Program from each school of the college, nominated by the relevant Head of School
- i. Registrar, or nominee
- j. University Librarian, or nominee
- k. One student, undergraduate or postgraduate
- l. Up to three of individuals, chosen by the Chair of the Committee, in consultation with the Chair of Senate's Education Committee, to achieve gender balance or appropriate expertise

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

(47) The Associate Dean (Academic), or equivalent, of the College may appoint a Deputy Chair from the membership of the committee.

### **In Attendance**

(48) It is expected that appropriate officers of the Registrar's Office, such as college Courses and Data Management Officers, Timetabling Officers and Student Support Officers, and the nominee of the Executive Principal of UWSCollege, will attend meetings of the Committee, as required, to provide advice and assistance.

## **Executive Committee of College Education, Assessment and Progression Committee**

### **Role**

(49) The Executive Committee of the College Education Assessment and Progression Committee is a standing committee of the College Education Assessment and Progression Committee. Its role is to determine urgent matters within the parent Committee's jurisdiction, which arise between meetings of the parent Committee. The Executive Committee of the College Education Assessment and Progression Committee may approve the conferring of awards to undergraduate, honours and postgraduate coursework students who have completed their studies, when this authority has been explicitly delegated by the College Education Assessment and Progression Committee.

### **Terms of Reference**

(50) On notice by the Chair, determine urgent matters within the jurisdiction of the College Education Assessment and Progression Committee, which arise between meetings of the Committee, and report action taken to the Committee.

### **Membership**

(51) Membership of the Executive Committee of the College Education, Assessment and Progression Committee is as follows:

- a. Associate Dean, Academic, or equivalent\*, or nominee (Chair)
- b. Executive Dean of the College
- c. One Head of School (or nominee), who is a member of the College Education, Assessment and Progression Committee, nominated by the Executive Dean

- d. One of the Elected School Members of Academic Senate in the College, nominated by the Chair of Academic Senate
- e. Registrar or the Registrar's nominee who is a member of the College Education, Assessment and Progression Committee.

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

## **College Research and Higher Degrees Committee**

### **Role**

(52) The Research and Higher Degrees Committee of Academic Senate tenders reports to Senate's Research Committee and Research Studies Committee, as required and as relevant.

(53) The Committee meets a minimum of six times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair.

(54) The Committee is responsible for assisting the Schools in assuring the quality of the College's research activities and research training and for making recommendations regarding the admission and assessment of higher degree candidates.

### **Terms of Reference**

(55) Provide advice and make recommendations to the Senate's Research Committee and Research Studies Committee regarding the development of good practice in research and research training in the schools, research centres and other research entities of the College.

(56) As required by the College Education Assessment and Progression committee, or its Executive Committee, provide advice to that Committee about proposals for new and amended higher degree programs and associated units.

(57) Regularly review the research profile of the College, identify key research areas and research links with external agencies and industry for development in the College and provide advice to Senate's Research Committee and Research Studies Committee regarding such development.

(58) Monitor research performance in the College against performance indicators in the University's and the College's Academic and Research Management Plans and provide related analysis to schools of the College and to Senate's Research Committee and its Research Studies Committee.

(59) Make recommendations to the Executive Dean of the College regarding the admission of research higher degree students to candidature.

(60) Make recommendations to the Research Studies Committee of Academic Senate regarding academic progress of higher degree candidates, the confirmation of their academic results and their eligibility for the award of scholarships, awards and prizes.

(61) Consider, and make recommendations regarding, any academic matter or process referred to it by the Academic Senate or the Chair Academic Senate.

### **Membership**

(62) Membership is as follows:

- a. Associate Dean, Research, or equivalent\* (Chair)
- b. Executive Dean of the College
- c. One Head of a University Research Centre, appointed by the Pro Vice-Chancellor (Research)
- d. One representative of the "research active" academic staff of each school of the College, who has research supervisory experience, nominated by the Pro Vice-Chancellor (Research), in consultation with the Executive Dean
- e. Up to three research leaders in the College, approved by Chair of Senate, on the recommendation of the Executive Dean of the College, for the purpose of ensuring gender balance and disciplinary diversity in the Committee
- f. Head of School, or a nominee, chosen by the Head of School from within the membership of the School Academic Committee
- g. Head of the Badanami Centre, or a nominee, chosen by the Head of the Badanami Centre, from within the membership of the Badanami Academic Committee
- h. College Honours Coordinator
- i. Postgraduate Coordinator of the College, or equivalent\*
- j. One higher degree research student

\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

(63) The Associate Dean Research or equivalent\*, of the College may appoint a Deputy Chair from the membership of the committee.

## **College Academic Standards and Integrity Committee**

### **Role**

(64) The College Academic Standards and Integrity Committee considers action required and/or appeals that arise in accordance with operation of the provisions of any of the following academic policies:

- a. Misconduct - Student Academic Misconduct Policy;
- b. Progression and Unsatisfactory Academic Progress Policy;
- c. Honours in Bachelor Awards Policy;
- d. Scholarships and Prizes for Undergraduates Policy;
- e. Higher Degree Rules - Appeals Policy
- f. Misconduct - Higher Degree Research Candidate Misconduct in Research Policy; and
- g. Advanced Standing and Recognition of Prior Learning Policy

### **Terms of Reference**

(65) The terms of reference for hearings of cases and appeals, as specified in the relevant policy, referred to in the preceding clause, will apply

### **Membership**

(66) Except where a conflict of interests arises, the Chair of the College Education, Assessment and Progression Committee or nominee will chair the College Academic Standards and Integrity Committee. In accordance with the nature of a particular case or appeal to be considered, the Chair will select three other appropriately qualified persons to serve on the College Academic Standards and Integrity Committee for consideration of the case or appeal. Such persons will be members of the College Education, Assessment and Progression Committee or the College Research

and Higher Degrees Committee, or one of the School Academic Committees, as appropriate for the case or appeal to be considered. They will not include any member of either of those committees, who might reasonably be required to serve on the Academic Standards and Integrity Committee for the purpose of considering additional material or representations in relation to the particular case or appeal.

(67) Persons who have participated in the assessment of the student's case or appeal, before the matter has come to the College Academic Standards and Integrity Committee, will be ineligible to sit as members of the Committee convened to hear a case or appeal from that student.

(68) Each time the College Academic Standards and Integrity Committee is convened there will be at least one member of each gender.

(69) A quorum of the College Academic Standards and Integrity Committee will be three members, two of whom must be academic staff.

## **Part C - School Academic Committees**

### **School/Badanami Academic Committees**

#### **Role**

(70) The School/Badanami Academic Committees are standing committees of Academic Senate that report to Senate through the College Education, Assessment and Progression Committee of the college to which the particular school belongs, or, in the case of the Badanami Committee, to that determined to be appropriate for the particular business in hand. The roles of the Committees are to:

- a. facilitate the effective academic administration of courses and units delivered by staff of the School or Badanami;
- b. monitor and assure the academic quality of those courses and units; and
- c. provide advice to the relevant College Education, Assessment and Progression Committee, and to Academic Senate

(71) The Committee is the main academic business committee for the School or Badanami. The Committee meets a minimum of four times per year face-to-face and may conduct other face-to-face or technology mediated meetings at the discretion of the Chair.

#### **Terms of Reference**

(72) Process and review student results, including recommending unit results to the relevant College Education, Assessment and Progression Committee.

(73) Provide a written report to the College Education, Assessment and Progression Committee to accompany the recommended results for units, identifying significant variability or anomalies. In exceptional cases, as described in the Assessment Policy: Criteria and Standards-Based Assessment, the College Education, Assessment and Progression Committee may, on the basis of evidence, and in consultation with the school, adjust the final marks for a unit. The School Academic Committee may recommend such adjustments to the College Education, Assessment and Progression Committee.

(74) Monitor applications for review of grade.

(75) Monitor applications for a supplementary assessment from students who failed in a final unit.

(76) Respond annually to reports from the Office of Planning and Quality.

(77) Develop strategies for supporting ethical scholarship in the School/Badanami, particularly in relation to instances of poor scholarship, and academic misconduct.

(78) Assure quality for, and oversee within the School/Badanami, the following:

- a. academic integration plans;
- b. admission of honours students;
- c. honours topic areas, and supervision arrangements;
- d. decisions relating to special consideration;
- e. measures to support attainment by students of graduate attributes; and
- f. strategies for students at risk.

(79) Develop good teaching, learning and research training practice in the School/Badanami.

(80) Respond to academic matters or processes referred by the Academic Senate or Chair of Academic Senate, such as reviews of academic policies, convening related academic forums within the school, as necessary.

(81) Consider proposals for new units, and major and minor unit changes, and recommend such any necessary amendments to the relevant College Education, Assessment and Progression Committee.

(82) Consider proposals for new courses.

(83) Monitor research activity in the School/Badanami and provide reports to the relevant College Higher Research Degrees Committee, as required.

## **Membership**

(84) Membership is as follows:

- a. Head of School, or a nominee, (for Badanami Centre: Dean Indigenous Education, or nominee) chosen by the Head of School from within the membership of the Committee (Chair)
- b. The Elected School Member on Academic Senate\*
- c. Three Associate Heads of School, or equivalent\*\*, chosen by the Head of School
- d. Three Heads of Program, or equivalent\*\*, nominated by the Head of School in consultation with the Associate Dean (Academic), or equivalent\*\*\*
- e. Three Course Advisers, or equivalent\*\*, elected by the academic staff in the school, following a call for nominations from Course Advisers
- f. School Honours Coordinator, or equivalent\*\*
- g. Postgraduate Research Coordinator, or equivalent\*\*
- h. A currently employed casual staff member appointed by the Head of School (paid for meeting attendance and preparation, in keeping with casual employment arrangements)
- i. One undergraduate student\*\*\*\*
- j. One postgraduate student\*\*\*\*

\* [In the event the School Elected Member is the Chair, the Head of School will appoint a member from within the School Academic Committee.]

\*\* [In recognition that not all schools may have staff with this title, the meaning of "equivalent" will be determined by the Head of School.]

\*\*\* [In recognition that not all colleges may have staff with this title, the meaning of "equivalent" will be determined by the Executive Dean.]

\*\* \*\* [Student members will be excluded from the meeting whenever the Committee is processing or reviewing results for named, individual students. ]

(85) The Chair may co-opt non-voting advisers from other schools, where required.

(86) Whenever the Committee is processing or reviewing student results, additional academic staff, as selected by the Head of School, may be required to attend, so that all unit results can be processed expeditiously.

## **Executive Committee of School (or Badanami) Academic Committee**

### **Role**

(87) The Executive Committee of the School or Badanami Academic Committee determines urgent matters on behalf of School/Badanami Academic Committee, between meetings of that Committee.

### **Membership**

(88) Membership is as follows:

- a. Head of School, or nominee, (for Badanami Centre: Dean, Indigenous Education, or nominee) chosen by the Head of School from within the membership of the Committee (Chair)
- b. The Elected School Member on Academic Senate\*
- c. Head of School
- d. One Associate Head of School, nominated by the Head of School
- e. One of the Course Advisers, elected to the Committee, nominated by the Chair
- f. One additional member of the School / Badanami Academic Committee, nominated by the Chair

\* [In the event the School Elected Member is the Chair, the Head of School will appoint an additional member from within the School Academic Committee as a replacement in this category of membership.]

## Status and Details

<b>Status</b>	Historic
<b>Effective Date</b>	1st June 2010
<b>Review Date</b>	13th March 2012
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<b>Unit Head</b>	Sophie Buck Director, Governance Services 45701415
<b>Author</b>	Martin Derby
<b>Enquiries Contact</b>	Sophie Buck Director, Governance Services 45701415