Academic Senate Standing Committee Terms of Reference

Section 1 - Establishment

Background

(1) The Academic Senate has established the Academic Senate Standing Committee (the Committee). These Terms of Reference set out the Committee's purpose, authority, membership and functions and responsibilities.

(2) The procedures for the Committee are set out in the Academic Senate and Academic Senate Committees Procedure.

Purpose

(3) The purpose of the Committee is to assist the Chair, Academic Senate to plan the strategic direction and priorities of Academic Senate and foster communication and alignment of priorities with the academic strategy of the University, and maintain Senate's prescribed statutory role.

Authority

(4) The Academic Senate may, from time to time, resolve to grant the Committee specific authorisations to discharge its responsibilities. The Committee may request the granting of such authorisations as it sees fit. All authorisations will be documented in Section 3, Functions and Responsibilities.

Section 2 - Membership

(5) The Committee will comprise:

a. the Chair, Academic Senate, who will be Chair of the Committee;
b. the Deputy Chair of Academic Senate;
c. the Deputy Vice-Chancellor (Academic);
d. the Deputy Vice-Chancellor (Research);
e. the Chair of the Academic Standards and Quality Committee;
f. the Chair of the Research and Research Training Committee; and
g. the Chair of the Senate Learning and Teaching Committee.

(6) The Committee will also comprise members appointed by the Chair, Academic Senate, including:

a. two (2) elected members of Academic Senate nominated by the Chair, Academic Senate following a call for expressions of interest;
b. at least one (1) student member of Academic Senate nominated by the Chair, Academic Senate following a call for expressions of interest.

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(7) The Chair of the Committee may co-opt additional members to the Committee for a specified term. The Chair may also invite individuals with specialist knowledge and expertise to attend Committee meetings as required.

(8) The term of office for members in clause 5 is subject to the member continuing in the specified substantive position.

(9) The term of office for members in clause 6 and clause 7 is two years, unless otherwise specified.

(10) The Chair, Academic Senate may renew any member’s term of appointment, in consultation with the Academic Senate Standing Committee.

Section 3 - Functions and Responsibilities

(11) The Committee is directly responsible and accountable to the Academic Senate for the exercise of its responsibilities.

(12) The Committee will assist the Chair, Academic Senate to plan, prioritise and manage the business of Academic Senate.

(13) The Committee will develop the annual schedule of work for Academic Senate, in alignment with the priorities identified by its committees, for presentation at the first Academic Senate meeting of each year.

(14) The Committee will monitor and review performance against Academic Senate's annual schedule of work.

(15) The Committee will ensure that Academic Senate Committees identify key issues in their portfolios and brief Senate on these matters in a timely manner.

(16) The Committee will monitor the activities of Academic Senate Committees and ensure they are discharging their responsibilities appropriately.

(17) The Committee will, in consultation with the Chair, Academic Senate, approve non-ex-officio membership of Academic Senate Committees.

(18) The Committee will consider and determine any matters referred to it by Academic Senate, or by the Chair, Academic Senate, or, where urgency is required, by other Academic Senate Committees.

(19) The Committee will provide a continuing forum for advice to the Chair, Academic Senate and assist with determining the strategic direction and renewal of Academic Senate.

(20) Operational and budgetary matters are outside the role and responsibilities of the Committee. This includes the business case of any proposal which must be approved by the Deputy Vice-Chancellor (Academic).

(21) The Academic Senate Standing Committee will consider and determine any matters referred to it by Academic Senate, or any urgent matters referred to it by the Chair, Academic Senate.

Section 4 - Meetings

(22) The Committee shall meet a minimum of three times each year.

(23) The quorum shall be at least half the membership of the Committee plus one.

(24) Vacant positions on the Committee do not count toward the calculation of the number required for a quorum.

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(25) Refer to the Academic Senate and Academic Senate Committees Procedure for meeting requirements and protocols.

Section 5 - Variations

(26) Variations to this Terms of Reference must be approved by Academic Senate.

Section 6 - Definitions

(27) For the purpose of this document:

a. Committee – means the Academic Senate Standing Committee of Academic Senate.

Status and Details

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