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, 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 make decisions, for, on behalf of, and in the name of Academic Senate on urgent matters between meetings of the full Academic Senate and to perform any other functions as detailed in Section 3, Functions and Responsibilities.

Authority

(4) Any 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, Academic Senate, who will be Deputy Chair of the Committee;
c. the Deputy Vice-Chancellor (Academic);
d. the Deputy Vice-Chancellor (Research);
e. the Chair, Academic Senate Education Committee;
f. the Chair, Academic Senate Research Committee; and
g. the Chair, Academic Senate Curriculum Subcommittee.

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

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

(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.

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(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.

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 consider and determine urgent matters that arise between meetings of the Academic Senate and when it is not practicable to convene a full meeting of the Academic Senate.

(13) The Committee may make decisions in accordance with the policies of Academic Senate and may approve changes to policy when authorised by Academic Senate, for noting at the next full meeting of Academic Senate.

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

(15) Operational and budgetary matters are outside the role and responsibilities of the Committee.

Section 4 - Meetings

(16) Meetings of the Committee will be scheduled as required.

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

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

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

Section 5 - Variations

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

Section 6 - Definitions

(21) For the purpose of this document:

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

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