

# University Medal Committee Terms of Reference

## Section 1 - Establishment

### Background

(1) The Academic Senate has established the University Medal 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 make recommendations to the Academic Senate Standing Committee on the award of the University Medal in accordance with the [University Medal Policy](#).

### Authority

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

## Section 2 - Membership

(5) The Committee will comprise:

- a. the Chair of the Committee, appointed by the Chair, Academic Senate;
- b. one (1) member nominated by the Faculty Board of each Faculty; and
- c. two (2) elected academic staff members of Academic Senate.

(6) If necessary, the Chair, Academic Senate may appoint one (1) additional member to the Committee to ensure the total number of members is an odd number.

### Term of office

(7) The term of office for members in clause 5 is two (2) years, unless otherwise specified.

## Section 3 - Functions and responsibilities

(8) The Committee will consider and review all nominations received from Faculties in accordance with the eligibility and selection criteria outlined in the [University Medal Policy](#).

(9) The Committee will recommend to the Academic Senate Standing Committee the award of University Medals in respect of the nominated candidates.

(10) The Committee will provide a summary report of outcomes to Faculties inclusive of feedback regarding unsuccessful nominees.

(11) The Committee will report annually to Academic Senate on the award of University Medal for that round comparative to previous years, with comment on equity and diversity issues where appropriate.

(12) The Committee will consider and report on any matters referred to it by Academic Senate, from time to time, as required.

## **Section 4 - Meetings**

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

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

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

(16) Refer to the [Academic Senate and Academic Senate Committees Procedure](#) for meeting requirements and protocols.

## **Section 5 - Variations**

(17) Variations to the Terms of Reference of the Committee must be approved by Academic Senate.

## **Section 6 - Definitions**

(18) For the purpose of this document:

- a. Committee – means the University Medal Committee; and
- b. Faculty – a reference to the term “Faculty/Faculties” and includes the Macquarie Business School.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	1st January 2026
<b>Review Date</b>	25th November 2027
<b>Approval Authority</b>	Academic Senate
<b>Approval Date</b>	25th November 2025
<b>Expiry Date</b>	Not Applicable
<b>Responsible Executive</b>	Jacqueline Phillips Chair, Academic Senate +61 2 9850 2753
<b>Responsible Officer</b>	Sophie Buck Director, Governance Services
<b>Enquiries Contact</b>	Megan Kemmis Manager, Governance Secretariat +61 2 9850 7316