
The Academic Board consists of:

Ex-Officio members

- (a) the Chair;
- (b) the Vice-Chancellor;
- (c) Deputy Vice-Chancellors and Pro-Vice-Chancellors;
- (d) Deans and the Directors of the Graduate School of Government, the Koori Centre and the Institute for Teaching and Learning;
- (e) the University Librarian; and
- (f) Presidents of the Students' Representative Council and the President of the Sydney University Postgraduate Representative Association

Elected Members

- (g) **42 academic staff members**, three from each of the following faculties: Agriculture, Food and Natural Resources; Architecture; Australian Graduate School of Government; Dentistry; Education and Social Work; Engineering; Graduate School of Government; Law; Nursing; and Midwifery; Pharmacy; Rural Management; Sydney College of the Arts; Sydney Conservatorium of Music; and Veterinary Science;
- (h) **25 academic staff members**, five from each Faculty: Arts; Economics and Business; Health Sciences; Medicine; and Science;
- (i) **9 non-professorial academic staff members**, elected by and from the non-professorial members of academic staff, three from each of the Colleges of Health Sciences, Humanities and Social Sciences and Sciences and Technology;
- (j) **3 postgraduate coursework student** elected by and from the postgraduate coursework student members of the Faculties and Boards of Studies, one from each of the Colleges of Health Sciences, Humanities and Social Sciences and Sciences and Technology;
- (k) **3 postgraduate research student** elected by and from the postgraduate research student members of the Faculties and Boards of Studies, one from each of the Colleges of Health Sciences, Humanities and Social Sciences and Sciences and Technology;
- (l) **6 undergraduate students** elected by and from the undergraduate student members of the Faculties and Boards of Studies, two from each of the Colleges of Health Sciences, Humanities and Social Sciences and Sciences and Technology;

Co-opted members

- (m) **up to four members**, who do not already hold office as members under (a) to (f) inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair.

What are the Standing Committees of the Academic Board?

The Standing Committees of the Board are:

Academic Staffing Committee
Graduate Studies Committee
Learning and Teaching Committee
Research Committee
Undergraduate Studies Committee

Details of these committees and their respective sub-committees can be found on the website at: <http://www.usyd.edu.au/ab/committees/index.shtml>

Where can I locate Academic Board policies?

Information on Academic Board policies can be found at policy online: <http://www.usyd.edu.au/policy>

How do I contact the Academic Board?

The Chair of the Academic Board can be contacted as follows:

Phone: 9351 3183

Fax: 9351 3572

Email: chair@academicboard.usyd.edu.au

The Executive Officer to the Academic Board can be contacted as follows:

Phone: 9351 3268

Fax: 9351 3572

Email: admin@academicboard.usyd.edu.au

Website <http://www.usyd.edu.au/ab/>

For agendas, minutes, membership, terms of reference and meeting dates.



The University of Sydney gratefully acknowledges that the idea and style for this pamphlet was inspired by the University of New England.



The University of
Sydney

A Guide to Your
Academic Board

<http://www.usyd.edu.au/ab>

What is the Academic Board?

The Academic Board is the senior academic advisory body within the University. In conjunction with faculties, the Academic Board has responsibility for approving new or amended courses and policy relating to the admission and candidature of students.

The Academic Board meets eight times per year at approximately six weekly intervals. Meetings are held on Wednesdays at 2pm in the Professorial Board Room and last for approximately two hours.

What does the Academic Board do?

The Academic Board has the principal responsibility to maintain the highest standards in teaching, scholarship and research and to safeguard the academic freedom of the University. It is also responsible for overseeing the development of all academic activities of the University, formulating and reviewing policies, guidelines and procedures in relation to academic matters. The Academic Board also conducts at least one Forum each semester to discuss topics of academic interest. These important Forums are open to all members of the University community. Collegially is an important aspect of how all these functions are carried out.

Much of the detailed work of Academic Board is carried out by the Chair and Deputy Chair, Committees and Working Parties of the Academic Board. Interested members of the University community are actively encouraged to participate in these various activities.

Who chairs the Academic Board?

The Chair is elected by the members of the Academic Board for a two year term. The Chair must be an academic staff member and must also hold the title of Professor.

What does the Chair of the Academic Board do?

The Chair of the Academic Board is;

- ☞ responsible for managing and supervising the functions and business of the Academic Board;
- ☞ an ex-officio Fellow of Senate and is the point of contact between the academic community, the Senate and the senior executive management of the University;
- ☞ a member of the Vice-Chancellor's Advisory Committee and is involved with other activities as a senior executive staff member;
- ☞ involved in the appointment to senior academic positions and participates in the central promotions process;
- ☞ responsible for chairing the committee that hears student appeals against academic decisions as well as the Students Appeals Committee (Exclusions and Readmission).

What is the Academic Board's relationship to Senate?

The Academic Board reports directly to Senate and provides academic advice to both Senate and the Vice-Chancellor. The Chair routinely presents reports to the Senate about matters considered at meetings of the Academic Board.

What's on an Academic Board agenda?

An Academic Board agenda includes minutes from the previous meeting, reports from the Chair of the Academic Board, the Vice-Chancellor and the chairs of the Standing Committees of the Board. There is also 15 minutes set aside during the meeting for questions to the Chair or the Vice-Chancellor.

Why become a member of the Academic Board?

Being a member of the Academic Board provides a unique opportunity to discuss relevant higher education issues, provide input into the reviewing of University policy and procedures and to contribute to the development of both undergraduate and postgraduate curricula. Past members have found their time on the Academic Board to be a rewarding and valued experience which helps to develop collegiality and an understanding of higher education and of the University itself.

How do I become a member of the Academic Board?

If you are an academic staff member or student, you may nominate for election to a position in your Faculty or College, as appropriate, when nominations are called.

Elected academic staff members hold office for a term of 2 years from 1 January in the year immediately following the year of their election. Student members hold office for a term of 1 year from 1 January in the year immediately following the year of their election.

The University resolutions relating to Academic Board membership, election process and terms of office are available in full under the *University of Sydney (Academic Governance) Rule 2003 (As amended)* located at:

<http://www.usyd.edu.au/about/publication/pub/calendar.shtml>

What is expected of an Academic Board member?

Members are expected to attend all scheduled Academic Board meetings. If they are unable to do so they are expected to advise the Executive Officer to the Academic Board in advance and apologies will appear in the agenda. It is beneficial for members if they prepare for all meetings by reading agendas, preparing relevant questions and by offering their full attention during all proceedings. To ensure that they gain the most out of each meeting it is recommended that members attend for the full duration of each Academic Board meeting, which normally does not exceed two hours. Meeting dates and times are circulated with the last agenda for each year and are accessible on the Academic Board website. It is also important that members of Academic Board assist in communicating important issues and decisions of the Board to their College and Faculty.

Who are the members of the Academic Board?

Membership of Academic Board consists of Senior Executive Staff, professorial and non-professorial academic staff, students and other members co-opted to the Academic Board for their expertise.

A current list of Academic Board members can be found at: <http://www.usyd.edu.au/ab/about/members.shtml>