



The University of Sydney

Academic Board

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MEMORANDUM TO: Members of the Academic Board

A meeting of the Academic Board will be held at 2 pm on **Wednesday 11 December 1996** in the Professorial Board Room.

The agenda for the meeting is set out below, and the Chair's recommendation for the action to be taken by the Board in respect of each agenda item is set out below each item, preceded by the symbol #. The Chair has also starred those items which he believes need discussion. Members will be invited at the beginning of the meeting to star any other items that they wish to have discussed.

Erica Ring

for

Sue Chapman

Registrar and Deputy Principal (Administrative Support Services)

3 December 1996

The items on this agenda are as follows:

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A G E N D A

A1. Minutes

The minutes of the meeting of the Academic Board held on Wednesday 13 November 1996 are enclosed.

Any proposed amendments to the minutes should be submitted in writing to the Registrar (Attention: Miss E R Ring) before the meeting to be held on Wednesday 11 December 1996 and preferably by 5 pm on Tuesday 10 December 1996 so that they can be included in the supplementary agenda for the meeting.

that the minutes of the meeting of the Academic Board held on 13 November 1996 be confirmed and signed as a correct record.

A2. Business arising out of the minutes

A4. Report of the Chair

Part I

1. Report on Senate Matters

To be tabled at the meeting.

that the Board note the report.

2. 1997 meeting dates of the Academic Board

The schedule of the Board's 1997 meeting dates is enclosed separately.

(See separate enclosure)

that the Board note the report.

3. 1997 meeting dates of the Academic Forum

In order to facilitate interaction between the Forum and the Board, the Chair of the Academic Forum has scheduled meetings of the Forum at 2 pm on the following Mondays in 1997. Some of these dates are different from those previously published in Board papers, and the changed dates are asterisked.

24 March*

21 April

19 May

23 June* - in reserve

18 August

22 September*

20 October

17 November - in reserve

that the Board note the report.

4. Appointment of members to fill casual vacancies on the Board

Subsequent to the elections for one academic staff member from the academic staff members of each Faculty to membership of the Board, the following nominations have been received. In accordance with section 4.2 of the Academic Governance Rules relating to the Academic Board, appointment of members to fill casual vacancies must be made by the Board.

The Academic Board is therefore asked to appoint the following nominees to membership of the Board.

Veterinary Science

Associate Professor G M Stone

Graduate School of Business

Professor C Adam

Sydney Conservatorium of Music

Dr P McCallum

that the Board appoint the nominees, as requested.

5. **Chairing of the Library and Information Technology Committee**

With reference to the report of the Library and Information Technology Committee (see Agenda item C2.) and in accordance with the Academic Governance rules relating to the Academic Board, I **recommend** that the Board appoint Professor Ross McPhedran as Alternate Chair of this committee.

that the Board appoint Professor McPhedran as Alternate Chair of the Library and IT Committee, as recommended.

6. **Future directions**

In my report to the November Board meeting, I reported as follows:

There are two items in particular in these papers which signal some important work ahead for this Board. These are adoption of the recommendations on Semesterisation by the previous Board (see item 9 above), and the advice from PAC in its final report (Agenda Item C1), regarding the Board's need to work with the evolving University Plan.

Discussions in the previous Board, during the first meeting of the Academic Forum, and among the Deans all indicate a strong commitment to addressing the nature of 'the academic year', with emphasis on end-of-semester assessment and examinations - in relation both to teaching and learning outcomes and to the time currently taken to complete them. In addition, I think it is timely now for the University to consider the inclusion of a 'summer session', with flexible learning opportunities, in the academic calendar.

Already on the agenda is the possibility of a Liberal Arts degree framework, raised initially in 1995, and also there is currently a small group examining the mid-year intake issue on behalf of the Vice-Chancellor.

I intend to propose that a small working party be appointed by the Board to draft a discussion paper on "the academic year", for initial consideration at its December meeting. A principal purpose of the paper will be to identify issues that must be addressed and resolved if we are to improve the use of the calendar year for academic purposes.

I have continued with consultations regarding the composition of the Working Party to examine the structure of the Academic Year and **recommend** that the Board appoint the following to this Working Party:

Professor John Mack (Chair)

Professor Murray Wells

Professor Judith Kinnear

Associate Professor Tony Masters

Associate Professor Michael Field

Associate Professor Geoffrey Sherington

President of SRC or nominee

President of SUPRA or nominee

that the Board appoint the Working Party, as recommended.

7. **Working Party to examine appeals against academic decisions**

I have convened a small working party, with members drawn from relevant administrative and academic staff, as well as student members, to discuss the development of clear guidelines for departments and faculties in dealing with student inquiries regarding

assessment reports and avenues of appeal within faculties. The focus of the work is on improving information flows on assessment procedures and reports at departmental level, and on having consistent processes in place regarding faculty-level actions.

After a useful first meeting, inquiries are being made regarding examples of good practice within the University, or in other universities, with the next meeting to occur after this material has been collected.

that the Board note the report.

8. Working Party to consider Awards for Excellence in Teaching

It is expected that the report from a Working Party appointed to consider Awards for Excellence in Teaching will be tabled at the meeting.

that the Board note the report.

9. Implementation of the new Appointments Policy

This policy came into effect on 1 December. The previous procedures may continue to be used pending information and training sessions for staff involved in selection committees. Such sessions are currently being arranged, and information on them is expected to be sent out shortly.

A number of female staff have offered to serve as nominees of the Chair of the Academic Board on selection committees, and, on behalf of the Board, I thank them for their willingness to do so. I would expect to have to seek additional male nominees early in 1997, pending advice from Personnel Teams.

that the Board note the report.

10. Action under delegated authority

As members are aware, the Standing Committee and the former Academic Board gave me authority in October this year to act on their respective behalfs in progressing recommendations that might otherwise be delayed during transition to full operational status of the new Board. During the transitional period before full implementation of the new academic staffing guidelines, I have acted on all academic staffing matters that normally were referred to Standing Committee by noting, confirming action, approving or approving subject to amendments to the gender balance of selection committees, as necessary.

I have used this delegation of authority in the following matters:

(1) Report of the Lecturer Promotions Committee

On behalf of Standing Committee, I have endorsed the report of the Committee appointed to consider promotions from Associate Lecturer to Lecturer and have recommended to the Deputy Vice-Chancellor that he approve the recommendations in the report. (See also item 11 in my report, below.)

(2) Reports of the Academic Groups on Academic Appointments and Selection Committees

On behalf of Standing Committee, I have adopted the recommendations of the Academic Groups in respect of academic appointments and the appointment of selection committees, as set out in the attached report. (See separate enclosure)

(3) Selection Committee for the Deanship of Agriculture

Following procedure, the composition of this Committee was forwarded to me for consideration on behalf of Standing Committee. I have recommended the following Selection Committee to Senate:

Vice-Chancellor:

Professor Gavin Brown

Five nominees of the Vice-Chancellor, at least two of whom shall be members of the Faculty concerned:

Pro-Vice-Chancellor of the Group (Professor Bob Hewitt)

Dr Kevin Sheridan (NSW Director-General of Agriculture)

Professor John Chudleigh (Orange Agricultural College)
 Professor Don Marshall (Crop Sciences)
 Mrs Carolyn Tanner (Agricultural Economics)

Six nominees of the Faculty concerned:

Associate Professor Robert L Batterham (Agricultural Economics)
 Associate Professor Les Copeland (Agricultural Chemistry and Soil Science)
 Dr Edith E Lees (Agricultural Chemistry)
 Professor Peter Reeves (Microbiology)
 Dr Harley Rose (Crop Sciences)
 Associate Professor Grant M Stone (Animal Science)
 Dr John L Bowyer (Crop Sciences) (Reserve)
 Professor Alex B McBratney (Agricultural Chemistry) (Reserve)

that the Board note the report.

11. Reports on promotions: titles for Personal Chairs and promotions to Lecturer

Titles for Personal Chairs

At its last meeting, the Board noted the report of the Promotions Committee for Personal Chairs, that had been tabled, noting also that further advice would be provided regarding the titles for Personal Chairs. Titles have been proposed by the Deans, after consultation with the recipients and the Heads of Departments, and were recommended for endorsement by the Senate Chair Appointments Committee at its meeting on 2 December 1996. A report on the titles will be presented to the February Board meeting, after the recipients have been formally notified.

Promotions to Lecturer

The Deputy Vice-Chancellor has approved the promotions to Lecturer that were recommended by the Committee appointed to consider promotions from Associate Lecturer to Lecturer. The report will be presented to the February Board meeting, so that all applicants will have been notified before the publication of the report.

that the Board note the report.

12. Statistical reports from the Academic Groups on retirements and resignations and Chair appointments

Statistical reports from the Academic Groups on retirements/resignations and Chair appointments are attached for members' information. *(See pages 17-20)*

that the Board note the report.

13. Afternoon tea break

In view of the Christmas function to be held after the meeting of the Academic Forum on Monday 16 December, I have decided not to have afternoon tea served during this meeting of the Board.

that the Board note the report.

14. Question Time

No questions have been received this month.

that the Board note the report.

P Part II

To be presented at the meeting.

A5. Statement by the Vice-Chancellor and Principal

Part I

1. Report on Senate Matters

To be tabled at the meeting.

that the Board note the report.

P Part II

To be presented at the meeting.

A8. Report by the Vice-Chancellor and Principal on proctorial matters

The Vice-Chancellor and Principal will table a report at the meeting.

that the Board note that a report was tabled.

B2. Report of the Faculty of Architecture

The Faculty met on the 18 November 1996.

Amendment of the Resolutions of the Senate: constitution of the Faculty of Architecture

The Faculty **recommends** that the Resolutions of the Senate relating to the constitution of the Faculty (page 156-7, *Calendar 1996*, Volume I) be amended to the following effect from 1 January 1997:

Section 1. (a) is amended by omitting the words “permanent or temporary” and by inserting after the words “... Associate Lecturers,” the words “whose appointments are at the level of 60 per cent or above”.

The purpose of the amendment is to reflect the conditions of membership of the new Academic Board and Academic Forum.

that the Board recommend the amendment of the Resolutions of the Senate, as recommended.

B7. Report of the Faculty of Education

Semester and vacation dates for 1997

Candidature for the degrees of Bachelor of Teaching and Master of Teaching

On behalf of Faculty, the Dean seeks the Board’s approval for the following semester and vacation dates for 1997 for students enrolled as candidates for the degrees of Bachelor of Teaching and Master of Teaching. Students and the relevant academic units within Faculty have been consulted. All courses are undertaken within the Faculty of Education and the dates (especially those relating to practicum and the internship) coincide with the school teaching year.

Year I

Phase 1 (8 weeks of classes)

Timetabled teaching begins	Monday 3 March
Easter break	Friday 28 March to Friday 4 April
Mid-phase break	Monday 28 April to Thursday 1 May
Timetabled teaching ends	Friday 2 May

Phase 2 (12 weeks of classes and 5 weeks of practicum (plus each Monday during class weeks))

Timetabled teaching begins	Monday 5 May
Mid-phase break	Monday 30 June to Friday 25 July
Timetabled teaching ends	Friday 22 August
Practicum 1	Monday 25 August to Friday 26 September
End-of-phase break	Monday 29 September to Friday 10 October

Phase 3 (6 weeks of classes)

Timetabled teaching	Monday 13 October to Friday 21 November
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Year II

Phase 4 (8 weeks of classes and 4 weeks of practicum)

Timetabled teaching begins	Monday 3 March
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Easter break	Friday 28 March to Friday 4 April
Timetabled teaching ends	Friday 2 May
Practicum 2	Monday 5 May to Friday 30 May

Phase 5 (4 weeks of classes and 10 weeks of internship)

Timetabled teaching	Monday 2 June to Friday 27 June
Mid-phase break	Monday 30 June to Friday 11 July
Internship	Monday 14 July to Friday 19 September

Phase 6 (1 week of review conference)

Review conference	Monday 22 September to Thursday 25 September
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that the Board approve the 1997 semester and vacation dates for the BTeach and MTeach, as requested.

C1. Report of the Graduate Studies Committee

The inaugural meeting of the new Graduate Studies Committee was held on 21 November 1996 when there were present: the Chair (Professor J R Lawrence) presiding, Mr J Arthur, Drs L C Campbell and S Ellis, Professor J S Gero, Dr M Halliwell (for Dr P McCallum), Drs M King and M J Mahony, Associate Professor A F Masters, Dr R Mitchell, Mr K Oliver, Associate Professor R Pratt, Dr R Ross, Associate Professors C D Shorey and G Stone and Professors D M Walker and E Webby. Professor G Berry, Associate Professor G E Sherington and Professor M C Wells were present by invitation. Miss E R Ring was in attendance.

Proceedings of the Committee

1. Terms of reference and constitution of the new Graduate Studies Committee

The Committee noted the following information about the transition from the former Academic Board to the new Board and new committee structure:

- The reports from the committees of the former Board had been presented to the inaugural November meeting of the new Board if they contained recommendations of a policy-like nature, and the other reports had been referred to the committees that succeeded them. The Chair of the Board, under delegated authority, had considered and progressed those committee recommendations which could otherwise have been delayed during the transitional period. The final report of the former Committee for Graduate Studies had therefore been referred to this new committee for its consideration.
- The following recommendations from the final meeting of the former Committee for Graduate Studies had not been considered by the new Board:
 - that the Committee for Graduate Studies remain in office until that time in 1997 when the new Deputy Chairs are elected (it being anticipated that this would be in about April); and
 - that the Chair of the Research Policy Committee be added as a member *ex officio* of both the current Committee for Graduate Studies and the new Graduate Studies Committee.
- The PhD Award Sub-Committee had been established as an interim Working Party of this new Committee, as had a new Coursework Studies Sub-Committee and the Postgraduate Awards Selection Committee. The interim working parties were to be reviewed before the end of March 1997.

The Committee noted that the constitution of the new Committee provided for fewer members than had that of its predecessor, and that the former Deputy Chairs, Professor Berry and Associate Professor Sherington, were officially no longer members of the GSC. The Committee agreed unanimously that they be invited to attend all meetings of the new Committee.

The Committee agreed to give consideration to the broader issue of its terms of reference and constitution at its next meeting.

In respect of the structure and functioning of what had been the Postgraduate Awards Selection Committee, now an interim Working Party of this new Committee, the Committee agreed to ask Professor Gero and Dr Ross to prepare a position paper for consideration at its next meeting.

2. Levels of award and grading systems used for Master's degrees

At the final meeting of the former Committee for Graduate Studies its members had been asked to discuss the Working Party's recommendations with their colleagues and to report back on their faculties' views.

The Committee noted that generally there was widespread support from the faculties for the adoption of nomenclature to distinguish between research degrees and coursework degrees where this did not already exist. Several different views were presented, however, on common nomenclature that could be used. Many faculties proposed the use of the name "Master of Philosophy" to distinguish research degrees. It was noted, however, that the degree of Master of Philosophy was already existent in the Faculty of Arts, and the feasibility of this nomenclature being used by other faculties would have to be explored. Some faculties reported that they had more than one research degree and that they already differentiated between research and coursework degrees by, for example, using "Science" within the titles of the research degrees and "Studies" within the titles of coursework degrees.

While there was also support from many faculties for the Working Party's recommendations that research degrees be either awarded or not at the end of the examination process, as for the PhD, and that no provision exist for research degrees to be awarded with any class or classes of honours or merit or other distinction, several faculties stressed the importance of some form of designation being available to distinguish between excellent research Master's theses and mediocre ones. This distinction was considered important for scholarships ranking purposes. In respect of coursework Master's degrees, the Faculty of Arts strongly favoured the retention of the award "with Merit", as opposed to the one class of Honours being proposed.

The Committee noted that there was general support for the common undergraduate grading system to be used for all postgraduate coursework, whether completed towards research or coursework degrees, but that at least one faculty wished to retain provision for "Pass/Fail" grades in respect of practical work.

The Committee agreed to ask the Working Party to reconvene in order to consider the responses from the faculties on the various issues and to progress its recommendations further.

3. New initiatives by the Graduate School of Business

Professor Wells attended the meeting and briefed the Committee on the existing overseas programs of the Graduate School of Business and discussed with the Committee the new ventures upon which the GSB was proposing to embark.

The Committee agreed to approve the proposed arrangements for GSB programs to be offered in Penang, South Africa and Germany.

4. English language proficiency requirements

The Committee noted a report from the Faculty of Economics that advised of the Faculty's desire to raise the minimum English language proficiency requirements for applicants for whom English was not their first language and who had not undertaken significant study at a tertiary institution at which the medium of instruction was English.

The ensuing debate revealed that one faculty had been advised that it could not prescribe language requirements that were higher than those prescribed generally for the University. It also raised the question of which body could determine language requirements and whether or not language requirements could be prescribed for applicants who were permanent residents in Australia.

The Chair undertook to explore these issues and to report back to the Committee's next meeting.

5. Administration of graduate candidatures

(a) PhD Award Sub-Committee

On the report of the meeting of the PhD Award Sub-Committee, held by circulation on 28 October 1996, the Committee noted that:

Doctor of Philosophy

- the award of the degree had been approved, without further qualification, to three candidates;
- the award of the degree had been approved, subject to correction of typographical errors, to three candidates;
- the award of the degree had been approved, subject to emendations, to 13 candidates;
- one candidature had been referred back to the Faculty of Engineering; and
- examiners had been appointed for 32 candidates for the PhD (including two additional examiners for one thesis and a replacement examiner for another).

(b) Higher doctorates*Award of degree*

The Committee confirmed the action of the Chair in approving a recommendation from the Faculty of Architecture for the award of the following higher doctorate:

Doctor of Architecture

Associate Professor Ross Thorne

6. Proposals for new and amended postgraduate award programs**(1) Graduate School of Business: Graduate Certificate in Transport Management**

The Committee noted that a draft proposal for a new Graduate Certificate in Transport Management, which was proposed as part of an articulated Diploma and Master's program, had been forwarded to the Chair. The proposal was yet to be considered formally by the School Board. The Committee noted the Chair's advice that he did not believe that a Working Party would be necessary to consider the proposal and the Committee authorised the Chair to progress the final proposal on its behalf.

(2) Sydney Conservatorium of Music: Master of Performance

The Committee noted that a proposal for a new Master of Performance degree would shortly be finalised by the Conservatorium and it appointed the following Working Party to consider the proposal:

Professor J R Lawrence (Convenor)
 Dr P McCallum
 Professor E Webby
 Dr N Routley
 President of SUPRA or nominee
 the proponent of the proposal

7. Work in progress**(1) Structure of the initial year of the PhD**

The Committee noted that the Working Party appointed to give consideration to the structure of the initial year of the PhD was proceeding with its deliberations.

(2) UMI Dissertation Service

The Committee noted that Professor Berry would prepare a discussion paper and recommendations in respect of a proposal that the University join the UMI Dissertation Service.

that, Items 1 to 7, the Board note the report.

C2. Report of the Library and I T Committee

The Committee met on Thursday 28 November 1996 at 10 am in the Western Tower Room, when there were present: Professor R McPhedran (presiding), the Chair of the Academic Board (Professor J Mack), the Pro-Vice-Chancellor (Information Technology) Professor R Hewitt, Dr S Carlile, Professor M Harris, Associate Professor N Newbigin, Professor J Rosenberg, and Ms C Sexton (Acting Librarian). Dr C O'Brien was in attendance.

1. Structure of the Committee/Proposed Reference Groups

(a) Student Representation

Dr O'Brien to contact Mr Tim Evans to provide student membership and request nominations for this Committee.

(b) Joint Meeting of the Library Committee and Working Party on Information Technology: Proposed Reference Groups

At a joint meeting of the Library Committee and the Working Party on Information Technology held on 14 October 1996, the establishment of two Reference Groups were proposed.

(a) The Library Reference Group

(b) the I T Reference Group

In the following discussion, support was given to the establishment of the reference groups with this Committee promoting close interaction and providing the essential interface. The mode of operation for the reference groups, such as the establishment of a regular meeting schedule and the generation of material would be developed in consultation with this Committee. The issue of size of the reference groups was raised and it was considered that a representative structure was an important factor.

The Committee resolved that the two reference groups be established with membership of "up to eight other members chosen by the Chair of the Academic Board" with a split term appointment of two years to provide continuity.

(c) Director of Information Services

The Committee resolved that the Director of Information Services be invited to attend the two reference groups and this Committee as an observer with rights to speak.

(d) Deputy Chairs

The Committee resolved:

(i) that Professor McPhedran would be formally nominated for the role of alternate Chair of the Library and Information Technology Committee by the December Academic Board.

(ii) that the membership of the Reference Groups be amended to read "committee Chair or nominee". Professor McPhedran would be the nominee of the Chair and the Deputy Chairs would be Professor M Harris for the Library Reference Group and Professor J Rosenberg for the I T Reference Group.

(e) Membership and tasks of the Reference Groups

(i) Professor Hewitt will provide papers on ITC's structure, its working parties and the summary of the IT Review for the IT Reference group to examine and update

(ii) Ms Sexton will report on the nature of user groups in the Library and that the Library Reference Group consider the Library Review and provide an update

(iii) Deans will be requested to suggest possible members of the two groups.

2. Position of the University Librarian

The Committee resolved to endorse the recommendations from the Joint meeting of the Library Committee and the Working Party on Information Technology which stressed the continuation of the substantive position of the University Librarian and that the appointment process not be unduly protracted.

The Chair of the Academic Board was requested to seek further information from the Vice-Chancellor on this matter.

3. **Electronic Publishing**

Dr Radford's on the AVCC 1995 - 1996 key issues in Australian Electronic Publishing: Collected Reports, Electronic Publishing Working Group, summarised:

- Library and Archival issues
- Legal issues
- Technical Standards
- A measure of success.

It raised several important points for discussion:

- (i) the need for a coordinated University policy
- (ii) the training of individuals and department
- (iii) the need for the Academic Board to consider the policy implication of providing institutional recognition of electronic publication when evaluating applications for appointment, promotion and research support.

In the following discussion the importance of providing standardisation in the transmission of electronic documents on commonly agreed compliance guidelines was stressed. As this issue needed resolution, the Academic Board Office was offered as a trial lead site as the Academic Board papers were being placed on the Web as part of a UWIS project.

The Committee resolved that the paper should be referred to the two reference groups for consideration as well as the Research Policy Committee and the Academic Staffing Committee for advice.

4. **Internet Charging and Access**

The Committee considered the issues raised in Ross Cartlidge's draft paper on Internet Charging and access at the University of Sydney. The areas considered by the paper were traffic analysis, expected costs; measures to limit growth; improving efficiency; user pays; I P Register; budget; charging for cache and administration of charges.

The issues raised in Ross Cartlidge's recommendations are the following, the importance of the establishment of two fast reliable caches at ITS and allowing departments to set up caches; ITS to maintain local mirrors, establish a registry of ownership for each IP address, collect information on Internet usage and consider charging departments for the traffic.

The Committee noted an important conflict between enhancing the efficiency and cost effectiveness of the internet and not constraining Departments' teaching practices and innovations which enhance the University. In addition, the importance of access to the community was emphasised.

The Committee resolved jointly with the Information Technology Committee to issue the discussion paper of Ross Cartlidge to Deans and Heads of Department with a short letter of explanation. Responses to go to the ITC.

5. **Student Access to IT**

A paper was provided by Dr Kathryn McMahon which provided some interesting, though as yet, not complete data. The crucial area that required exploration was the need to examine generic attributes for graduates and consider if an explicit statement on IT should be included.

The Committee resolved that the Chair of the Academic Board would write to the Teaching and Learning Committee which is reviewing the Generic attributes statement and inform them of this Committee's interest in contributing to the Working Party and its desire to provide a member.

that, Items 1 to 5, the Board note the report.

C3. **Report of the Research Committee**

A. **Report of the final meeting of the Research Policy Committee**

The Research Committee has requested that the report of the final meeting of the Research Policy Committee, held in October 1996, be referred to the Board. This is set out below:

The Committee met on 24 October 1996 when there were present: Professor D Cockayne, Deputy Chair Academic Board (Presiding Member), Professor I D Hume, Professor D B Melrose, Professor G J Gill, Professor J R Booker, Professor M B Clunies Ross, Professor R I Tanner, Associate Professor S R Garton, Dr J Lingard

1. Revision of Procedures for the Allocation of APAs and UPAs

The Committee noted that its decisions in respect of APAs and UPAs as recorded in the notes of the meeting of 19 September 1996 were approved by the Academic Board. It was agreed that Professor Cockayne should ask the Chair of the Academic Board how these revised guidelines were being implemented.

2. DEETYA Research Publications Report

Professor Cockayne has written to Deans appraising them of the recommendations of the Report of the Working Party to Review the DEETYA Research Publications Report in 1996. He has requested their comments on these recommendations in time for the next Research Policy Committee meeting.

The Committee noted that it was important that Heads of Departments be aware that the DEETYA consultants undertaking an audit of publication returns were highly likely to undertake an audit of The University of Sydney return within the next twelve months. This would mean that Heads of Departments, at short notice, would be required to produce original copies of "publications" reported and should be putting in place measures now to ensure they could produce copies of all "publications" reported as being produced in 1994 and 1995. It was noted that this requirement was also in accordance with the AVCC Guidelines for Responsible Practices in Research adopted by the University. It was agreed that a letter should be sent to Heads of Departments by Professor Tanner reminding them of this responsibility.

Mr Cook reminded the Committee that it was anticipated that the Lotus Notes application which is used to collect publications information for the DEETYA report was likely to be on-line again in November and that it would be important for Professor Tanner to foreshadow to Heads of Departments as early as possible their responsibility for ensuring the completeness and correctness of the publications details submitted by their Department as recommended in the Report of the Working Party to Review the DEETYA Research Publications Report in 1996.

3. Arrangements for the Research Forum on Wednesday 4 December

The Committee agreed that at the Research Forum on 4 December 1996 Professor Tanner would make a brief presentation about the U2000 program, discuss ARC grant results, and give encouragement for an increased level of applications for ARC grants in 1997. Professor Cockayne would speak about initiatives relating to research fellows, and Professors Cockayne and Gill would speak to the Report of the Working Party to Review the DEETYA Research Publications Report.

4. Report of the Pro-Vice-Chancellor (Research)

The University has been notified that interviews will be conducted in respect of five Co-operative Research Centre applications: two in agriculture and one each in aerospace structures, mining and photonics.

The U2000 Steering Committee, comprising the Vice Chancellor and Professors Eltis, Lawrence, Tanner and Cockayne has met and agreed that there will be fifteen U2000 Postdoctoral Fellowships per annum for the next three years, each with tenure for three to four years, funded 4/5ths by the centre and 1/5th by the department in which the postdoctoral fellows will work. There will be an initial set-up grant of \$25,000 for each postdoctoral fellowship. The fellowships will be advertised soon, with a closing date in December.

The U2000 Steering Committee has also agreed that for the period 1997 to 2000 all full-time PhD Candidates will be eligible to receive an allowance of \$600 per annum (\$300 for part-time students). After discussion by the Research Policy Committee it was proposed to Professor Tanner that full-time students whose

candidature was in excess of 4 years, and part-time students whose candidature was in excess of 8 years, should be ineligible to receive this allowance. The Steering Committee has further agreed to a continuation of the Staff Development for Supervisors Program, to provide support for a program to facilitate re-entry to academic careers, and a program to provide for teaching relief of up to one semester for staff in the humanities and social sciences from across the University. The Steering Committee has also decided to appoint a half-time Dean of Postgraduate Studies, and this position will be advertised in the near future.

5. Report from the Director, Business Liaison Office

A new initiative, a newsletter intended for industry, will be launched later this year or early the next. It will aim to promote The University of Sydney as a collaborative partner in research and consulting and will include articles relating to current or past "success" stories in university/industry collaboration. It is intended it will be produced 3 to 4 times a year.

6. Report from the Director, Research and Scholarships Office

The University of Sydney's research income report to DEETYA for the 1995 year has received approval after an audit conducted by the Office of the NSW Auditor General.

The working party established to review arrangements for the financial management of research and associated information reporting is making progress in specifying reports from OLAS to facilitate financial reporting to DEETYA and the Australian Bureau of Statistics, and is reviewing account code structures for consultancy, bequests, donations and scholarships. It will also propose a revision of the account creation procedures for research income.

A part-time project manager who will manage the evaluation of a number of research information management systems will commence duties in the near future.

A contract will soon be let to develop an information management database for the Scholarships Office as an interim measure until a more integrated solution can be found, possibly by including the Scholarships Office needs in the Student Information Management System currently under development by the University.

that, Items 1 to 6, the Board note the report.

B. Report of the inaugural meeting of the Research Committee

The Committee met on 21 November 1996 when there were present: Professor D Cockayne, Deputy Chair Academic Board (Presiding Member), Professor I D Hume, Professor D B Melrose, Professor G J Gill, Professor R I Tanner, Associate Professor S R Garton, Dr J Lingard, and Mr K Oliver. In attendance: Dr C Baxter, Mr P Cook and Mr C Green.

1. Change of Name of Committee

It is noted that under the new Academic Board, this Committee is now known as the Research Committee.

2. Welcome and Farewell

The Committee welcomed Mr Kyle Oliver, President of The University of Sydney Postgraduate Representative Association, to his first meeting of the Committee. The Committee expressed its appreciation to Mr Green, whose place on the Committee Mr Oliver is taking, for his provocative, thoughtful, and very constructive contribution to the Committee.

3. Weightings for International and National Conference Publications

Professor Tanner has reviewed the implications of removing the distinction between weightings for international and national conference publications used in The University of Sydney budget model, and has decided, that the University would in the future adopt a uniform weighting for both national and international conference publications.

4. Performance Indicators

The Chair has received a letter from Professor K Eltis asking for the Committee's views on the dissemination of research performance data for the University, and for input into the commentary that might accompany this data if it is disseminated.

The Committee agreed that it was critical to have this data available, but that there would be some sensitivity to how it was used or interpreted if it was made widely available. This would particularly be the case if other institutions did not also make similarly detailed information available.

The Chair has agreed to talk to Professor Tanner about the request before advising Professor Eltis how the Committee wished the matter to be dealt with.

5. DEETYA Research Publications Report

A few comments have been received by the chair in response to his letter to Deans in relation to the Report of the Working Party to Review the DEETYA Research Publication Report and in particular recommendations 1 and 5 of the Report. The Committee agreed that this should be inferred as meaning that the recommendations of the Report were accepted by Deans. Professor Tanner has written to all Heads of Departments/Schools, with copies to Deans and Chairs of Faculty Research Committees, indicating their responsibility for certifying the correctness and completeness of the data collection in future, and reminding them that it is also their responsibility to ensure that copies of "publications" reported in 1995 and 1996 for the years 1994 and 1995 respectively are readily accessible for audit purposes.

Professor Tanner noted that the report from the auditors commissioned by DEETYA to undertake an audit of the publications return from selected institutions was likely to be available soon, and, he understood it would identify significant errors in some submitted returns. He indicated that all institutions may be given an opportunity to resubmit data for 1995, and that DEETYA are likely to review current instructions for the conduct of the collection, and possibly also conduct training sessions for institutions involved in the collection.

The Committee noted that The University of Sydney, while it had not been audited this time, would most certainly be audited in the next round, and that Heads of Departments must do all possible to ensure the accuracy and completeness of the collection, both of the 1996 collection if we are given an opportunity to resubmit it, but also for the 1997 collection of 1996 data.

6. Meeting with Research Fellows

Professors Cockayne and Tanner and Mr Cook met with Research Fellows on 30 October to hear their concerns. The Research Fellows at the meeting agreed to form a group to give a better forum for them to discuss their concerns, and to prepare a discussion paper for the Research Committee. This paper was tabled at the Research Committee on 21 November.

The Committee welcomed this development, and has asked the Chair to speak to the group and ask them to expand on the issues raised in their discussion paper, and to invite them to attend the next meeting of the Research Committee to present their paper.

Professor Tanner has suggested that the proposed Dean of Graduate Studies when appointed, might prove a useful contact between Research Fellows and the University.

7. Eligibility Criteria for Applicants for Research Funding through The University of Sydney

The issue raised related to identifying the general overarching criteria used to determine whether an applicant for a research grant, was someone eligible in the eyes of The University of Sydney to make application under the name of The University of Sydney, and, if successful, have the research conducted and

administered through The University of Sydney. After discussion, it was agreed that to be eligible to apply through the University, an applicant must have some form of agreed affiliation with a department/school of the University. Additionally, that in all cases, the Head of Department/School to which the applicant is affiliated, must indicate on the application form, or where this is not provided for on the form, in a separate letter, their agreement to the applicant applying for research funding under the aegis of the Department. It was agreed that this policy should be advised to Heads of Departments, and be implemented by the Research and Scholarships Office.

The Committee also considered, in broad terms, eligibility criteria for The University of Sydney Research Grants scheme. It was considered that some applicants in recent times were at a lower level than in the past, and that this might indicate a need to review the eligibility criteria for this scheme.

8. Report from the Pro-Vice-Chancellor (Research)

Professor Tanner noted with considerable pleasure that the University has recently been awarded a Special Research Centre in relation to the Ecological Impact of Coastal Cities, and the Committee extended its congratulations to Professor A Underwood. There has been a 6.45% increase in new ARC grants between 1996 and 1997, and a 34.3% increase in new NHMRC grants in that period. Overall there is likely to be a 23% increase (including special research centre income) in national competitive grants index income between 1996 and 1997.

9. Report from the Director, Business Liaison Office

The University has been very successful in obtaining new ARC Collaborative Grants and APA Industry Scholarships, with a success rate in excess of 50%. The number of new applications this year in both categories was more than double that in the past. UNSW put in roughly double the number of new applications that we did and there will be a major push by the BLO in the near future to increase our application rate. The Director, BLO indicated she would be seeking support from Heads of Departments to try to ensure that at the least one application was put in from each Department. Dr Baxter indicated that she felt the Research Seminar held at the end of last year had been useful and that she considered a similar seminar might be held again. Peter Cook indicated he was currently planning for this with a likely date for it as 17 December.

Dr Baxter also expressed concern about the lack of progress in finalising the University's intellectual property and outside earnings policies.

10. Report from the Director, Research and Scholarships Office

The working party established to review arrangements for the financial management for research and associated information reporting will report back to Professor J Young on 11 December.

A project manager and steering committee has been appointed to manage the evaluation of two possible research information management systems for the University and Research Office. A project has been let to develop a management information system for the Scholarships Office.

Lotus notes will be up and running in the first week in December to allow the commencement of entry of "publications" data for the 1997 Publications Return to DEETYA.

Devolution of administrative responsibility for a range of department/school/faculty-based awards from the Scholarships Office will be complete in the new year.

The response to the call for applicants for the U2000 Postdoctoral Fellowships has been outstanding with over 200 enquiries so far.

that, Items 1 to 10, the Board note the report.

D1. Reports of the Academic Groups on Chairs

Reports from the Academic Groups on Chairs are attached.

(See pages 21-23)

that the Board note the reports.

Statistical reports from the Academic Groups on retirements and resignations

1. Sciences Academic Group

Retirements/Resignations

The following data represents the total numbers and age distribution of those who retired or resigned in the **Sciences Group**, between 1 July 1995 and 30 June 1996.

Retirements

to 19	
20 to 24	
25 to 29	
30 to 34	
35 to 39	
40 to 44	
45 to 49	
50 and above	5
Total this period	5
Total: previous period	24
Total period prior to previous period	10
Total: three year total	39

Resignations

to 19	
20 to 24	
25 to 29	1
30 to 34	3
35 to 39	2
40 to 44	3
45 to 49	1
50 and above	2
Total this period	12
Total: previous period	8
Total period prior to previous period	8
Total: three year total	28

Statistics on Chair Appointments

The following data is representative of Sciences Group; for the period 1 July 1995 to 30 June 1996.

Number of advertised Chairs for which a report was presented to the Senate Chair Appointments Committee during this period:

Of these, the number for which:

- | | |
|--|-----|
| (a) No offer was made: | NIL |
| (b) An offer was accepted: | 2 |
| (c) Offers made were not accepted: | NIL |
| (d) Offers are outstanding at the time of this report: | NIL |

Applications Received	From Australian Applicants	From Overseas Applicants	Total
Male	12	9	21
Female	3	-	3
Total	15	9	24

Number Shortlisted	From Australian Applicants	From Overseas Applicants	Total
Male	3	-	3
Female	1	-	1
Total	4	-	4

Number of Offers	From Australian Applicants	From Overseas Applicants	Total
Male	2	-	2
Female	-	-	-
Total	2	-	2

Number of Chairs taken up	From Australian Applicants	From Overseas Applicants	Total
Male	2	-	2
Female	-	-	-
Total	2	-	2

2. Professional Faculties Academic Group

Report to follow.

3. Health Sciences Academic Group

Retirements/Resignations

The following data represents the total numbers and age distribution of those who retired or resigned in Group C; between 1 July 1995 and 30 June 1996.

Retirements

to 19	
20 to 24	
25 to 29	
30 to 34	
35 to 39	1
40 to 44	
45 to 49	
50 and above	3
Total this period	4
Total: previous period	8
Total period prior to previous period	Nil
Total: three year total	12

Resignations

to 19	
20 to 24	1
25 to 29	9
30 to 34	10
35 to 39	12
40 to 44	8
45 to 49	7
50 and above	1
Total this period	48

Total: previous period	8
Total period prior to previous period	8
Total: three year total	64

Statistics on Chair Appointments

The following data is representative of Group C; for the period of 1 July to 30 June for the years 1995/96.

Number of advertised Chairs for which a report was presented to the Senate Chair Appointments Committee during this period: 9

Of these, the number for which:

- | | |
|--|-----|
| (a) No offer was made: | Nil |
| (b) An offer was accepted: | 8 |
| (c) Offers were not accepted: | 1 |
| (d) Offers are outstanding at the time of this report: | Nil |

Applications Received		From Australian Applicants	From Overseas Applicants	Total
Male	58	37	21	58
Female	7	6	1	7
Total	65	43	22	65

Number Shortlisted		From Australian Applicants	From Overseas Applicants	Total
Male	20	16	4	20
Female	5	4	1	5
Total	25	20	5	25

Number of Offers		From Australian Applicants	From Overseas Applicants	Total
Male	8	7	1	8
Female	2	1	1	2
Total	10	8	2	10

Number of Chairs taken up		From Australian Applicants	From Overseas Applicants	Total
Male	6	6	-	6
Female	2	1	1	2
Total	8	7	1	8

4. Arts and Humanities Academic Group

Retirements/Resignations

The following data represents the total numbers and age distribution of those who retired or resigned from the Arts and Humanities Academic Group between 1 July 1995 and 30 June 1996

Retirements

to 19	
20 to 24	
25 to 29	
30 to 34	
35 to 39	
40 to 44	
45 to 49	1
50 and above	4

Total this period	5
Total: previous period	3
Total period prior to previous period	17
Total: three year total	25

Resignations

to 19	
20 to 24	
25 to 29	
30 to 34	
35 to 39	1
40 to 44	1
45 to 49	1
50 and above	5
Total this period	8
Total: previous period	9
Total period prior to previous period	12
Total: three year total	29

Statistics on Chair Appointments

The following data is representative of the Arts and Humanities Academic Group for the period 1 July 1995 to 30 June 1996.

Number of advertised Chairs for which a report was presented to the Senate Chair Appointments Committee during this period: 4

Of these, the number for which:

- | | |
|--|-----|
| (a) No offer was made: | Nil |
| (b) An offer was accepted: | 4 |
| (c) Offers made were not accepted: | Nil |
| (d) Offers are outstanding at the time of this report: | Nil |

Applications Received	From Australian Applicants	From Overseas Applicants	Total
Male	18	30	48
Female	10	4	14
Total	28	34	62

Number Shortlisted	From Australian Applicants	From Overseas Applicants	Total
Male	3	8	11
Female	4	2	6
Total	7	10	17

Number of Offers	From Australian Applicants	From Overseas Applicants	Total
Male	1		1
Female	2	1	3
Total	3	1	4

Number of Chairs taken up	From Australian Applicants	From Overseas Applicants	Total
Male	1	-	1
Female	2	-	2
Total	3	-	3

Reports on Chairs

(as at 29 November 1996)

1. Sciences Academic Group

Chairs under active consideration

- **McCaughey Chair of Geography (Re-advertised)**
 Selection Committee appointed: 10 May 1995
 Applications closed: 2 May 1996
 Twelve applications were received with referees' reports called for five short listed applicants. The Chair of the Selection Committee, Professor Robert G Hewitt approved an additional recommendation for shortlisting to call for referees' reports. Accordingly, referees' reports were requested for the additional short listed applicant. The Committee met on 22 August 1996 to confirm the short list for interview. It was agreed that four of the short listed applicants be invited for interview. One applicant subsequently declined the invitation to attend. Interviews were conducted on 11 October 1996. A recommendation for appointment was submitted to the Senate Chair Appointments Committee on 4 November 1996. The Committee decided to defer consideration until 2 December 1996.
- **Chair of Physics (Theoretical Astrophysics)**
 Selection Committee appointed: 10 July 1996
 Applications closed: 19 September 1996
 Five applications were received with referees' reports called for two short listed applicants. The Committee met on 6 November 1996 to short list for interview. It was agreed that the two short listed applicants be invited for interview. Interviews will be conducted on 12 December 1996.
- **Head of Medical Psychology, Westmead Hospital, Professor/Associate Professor, Department of Psychology (Conjoint Appointment)**
 Selection Committee appointed: 16 October 1996
 Applications closed: 31 October 1996
 7 applications were received with referees' reports called for four short listed applicants. The Committee will meet on 20 December 1996 to confirm the short list for interview. Interviews will be conducted on 20 January 1997.
- **Cisco Systems Chair of Internetworking**
 Selection Committee appointed: 13 November 1996
 Applications close: 16 January 1997

2. Professional Faculties Academic Group

(1) Chairs under active consideration

- **Abbott Tout Chair of Litigation and Dispute Resolution (REF. B24/13)**
 Selection Committee appointed: 4 July 1996
 Applications closed: 16 August 1996
 One additional application was received late, bringing to 11, the total number of applications received. Referees' reports were called for the additional applicant bringing to 3, the total number of applicants for whom referees' reports were requested. The committee met on 28 November 1996. The Vice-Chancellor has been asked to approve of the committee's recommendation being circulated to the members of the Chair Appointments Committee of Senate so that an offer of appointment is not delayed until the next formal meeting of the Chair Appointments Committee in February 1997.
- **Dunhill Madden Butler Chair of Women and the Law (REF. B24/14)**
 Selection Committee appointed: 4 July 1996
 Applications closed: 16 August 1996

6 applications were received and referees' reports were called for 3 applicants. The Committee will meet on 2 December 1996. The Vice-Chancellor has been asked to approve of the committee's recommendation being circulated to the members of the Chair Appointments Committee of Senate so that an offer of appointment is not delayed until the next formal meeting of the Chair Appointments Committee in February 1997.

(2) **Chairs for which an offer has been made but not yet accepted**

Shell Chair of Environmental Engineering (Ref B43/01)

Selection Committee appointed: 20 November 1995

Applications closed: 31 January 1996

16 applications were received and referees' reports were called for 6 candidates. The Committee met on 17 May 1996 to interview 3 candidates. An offer of appointment was made on 4 June 1996. Negotiations on minor variations to the terms of the University's offer have been finalised with Shell Australia and it is expected that the revised offer will be accepted in the near future.

3. Health Sciences Academic Group

Chairs under active consideration

- **Professor/Associate Professor of Materno-fetal Medicine, Central Sydney Area Health Service**
 Selection Committee appointed: 25 November 1996
 Applications close: 17 January 1997
- **Chair of Surgery, Western Sydney Area Health Service, Westmead Hospital**
 Selection Committee appointed: 21 October 1996
 Applications closed: 14 November 1996
 Three applications and an expression of interest were received and referees' reports have been called for three applicants. Meetings of the Committee are currently being scheduled.
- **North Shore Heart Research Foundation Chair of Cardiology, Northern Sydney Area Health Service, North Shore Heart Research Foundation**
 Selection Committee appointed: 21 October 1996
 Applications closed: 14 November 1996
 Five applications were received and referee's reports have been called for all the applicants. Meetings of the Committee are currently being scheduled.
- **Professor/Associate Professor, General Practice, Canberra Clinical School**
 Selection Committee appointed: 16 September 1996
 Applications close: 14 November 1996
 Five applications were received and referees' reports have been called for three applicants. Meetings of the Committee are currently being scheduled.
- **Professor/Associate Dean (Western Clinical School), Wentworth Area Health Service, Western Sydney Area Health Service**
 Selection Committee appointed: 16 September 1996
 Applications close: 28 November 1996
- **Chair of Neonatal Medicine, Western Sydney Area Health Service, Royal Alexandra Hospital for Children**
 Selection Committee appointed: 17 June 1996
 Applications closed: 3 October 1996
 Three applications were received. Referees' reports have been called for all three applicants. The Committee will meet on 4 December 1996 to short-list for interview and again on 26 February 1997 to interview.
- **Director, Professor/Associate Professor of Developmental Disabilities, The Centre for Developmental Disability Studies**
 Selection Committee appointed: 19 August 1996

Applications closed: 30 September 1996

Four applications were received. Referees' reports have been called for all four applicants. The Committee met on 14 November 1996 and will meet again on 19 December 1996 to interview two applicants.

- **Professor/Associate Professor, Program Director, Genetics Services for the Greater West (based at Royal Alexandra Hospital for Children)**
 Selection Committee appointed: 20 May 1996
 Applications closed: 8 August 1996
 Seven applications were received. Referees' reports were called for all seven applicants. The Committee met on 5 November 1996 and will meet again on 18 December 1996 to interview three applicants.
- **Professor/Associate Professor & Senior Staff Specialist, ACT Health/Department of Psychological Medicine**
 Selection Committee appointed: 20 August 1996 (revised)
 Applications closed: 13 June 1996
 Six applications were received. Referees' reports were called for all six applicants. The Committee met on 10 October 1996 and 28 November 1996 to interview four applicants. A recommendation for appointment will be forwarded to the Senate Chair Appointments Committee.
- **Professor/Associate Professor of Paediatrics, ACT Health**
 Selection Committee appointed: 18 March 1996
 Applications closed: 9 May 1996
 Five applications were received. One applicant withdrew. The committee met on 9 September 1996 and 11 October 1996 to interview one applicant. The Committee recommended that the appointment be offered at level of Associate Professor, which was approved by the Chair on behalf of the Standing Committee of the Board in November. However, the applicant subsequently withdrew his application.
- **Chair of Oral Biology**
 Selection Committee appointed: 16 February 1994
 Applications closed: 12 April 1995
 The Committee met on 26 April 1995 to discuss the applications and, in view of other developments, it was decided to put the position on hold.