



Academic Board

Academic Board Officer: Miss E Ring

Secretariat, Main Quadrangle, A14

Phone: 9351 3305; Fax 9351 3572

E-mail: ring@mail.usyd.edu.au

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

Minutes of the meeting of the Academic Board held at 2pm on Wednesday 12 August 1998 in the Professorial Board Room.

There were present: The Chair (Professor R Pesman), the Deputy Chairs (Professors D Cockayne, J Lawler, JR Lawrence, R McPhedran and A Sefton). Professors D Anderson, L Burgess, KK Campbell, B Cass, R Dunn, K Eltis, LD Field, H Kendig, J Kinnear, SR Leeder, K Lester G MacAulay, SE Pretty, RL Russell, W Schworm, J Sachs, GP Steven, T Walter and J Webber. Associate Professors M Findlay, P Jones and AF Masters. Drs R Bohringer, AE Brew, DP Godden, M Peat, P Phibbs and G Wright. Mr T Clark, Ms C Hyde, Mr TJ Wilkinson, and Mr R Wilson.

Present as observers were: Dr W Adams (Secretary of the Academic Board), Professor L M Koder Mr J Shipp, Professors D Siddle, D Weisbrot and J A Young.

Present by invitation were: Dr S Carlile, Ms O Cornelius and Ms N Downey

In attendance: Mrs L Rose



1. Apologies

The Board noted that apologies had been received from Professors R Hewitt, C Adam, V Spate and M Harris and Associate Professor D Dragovich.



2. Arrangement of Agenda

2.1 Starring of items

Members of the Board were invited to star for discussion any unstarred items.

The following additional items were starred: 4.1, 9.2.4, 10.2.4, 12.1.2, 14.1.2 and 14.1.3.

2.2 Adoption of unstarred items

Resolution 71/98

That the Academic Board resolve as recommended with respect to all unstarred items.

3. Minutes of previous meeting

Resolution 72/98

That the Academic Board adopt the minutes of the previous meeting held on 10 June 1998 as a true record.

4. Business arising from Minutes (not dealt with elsewhere in the Agenda)

✿ 4.1 Sydney Summer School Pilot Program

Having starred this agenda item, a member of the Board expressed concern about the adequacy of the reporting of financial information about the Sydney Summer School Pilot Program. He suggested that information presented to the Board did not reflect a realistic assessment of the income and expenses of the Program, in that some associated costs were not factored in. For example, stated revenue appeared not to take into account reductions in HECS income in the following year in cases where students who had completed Summer School units of study subsequently enrolled in less than a full time load; similarly, costs to students who participated in the Summer School and who, therefore, were not in a position to earn an income at that time had not been identified.

Professor Weisbrot, on behalf of the Summer School, pointed out that both student and staff participation was voluntary and that it was a pilot program, which was scheduled to be reviewed at the end of the 1998/99 Summer School.

The Chair advised that concerns expressed would be referred to the Director of the Summer School Pilot Program.

Resolution 73/98

That the Academic Board note the report of the Director (Development and Operations) on financial matters relating to the Sydney Summer School Pilot Program together with associated issues raised.

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 6 July 1998

Resolution 74/98

That the Academic Board:

- (i) receive and note the report of the Chair on academic matters considered by Senate at its meeting of 6 July 1998;
- (ii) note that, with regard to the proposed amendment to the constitution of the Faculty of Architecture, Senate declined to amend section 1(d) to allow for membership of Emeritus Professors of the Faculty and section 1(i) to allow for increased membership from external professional organisations, referring these matters to the Chair of the Academic Board and requesting a report on similar provisions in other faculty constitutions;
- (iii) note that Senate has requested the following information to be included in future reports on teaching:
 - a statistical report
 - the impact of the reduction in funding, eg on small group teaching
 - the content of courses
 - mechanisms for consultation with outside bodies for professional courses
 - consideration of where the subject is going in its own right
 - outcomes and guidelines for all courses including reading and self-directed studies.

5.1.2 Report of the Senate meeting held on 3 August 1998

Resolution 75/98

That the Academic Board receive and note the tabled report of the Chair on academic matters considered by Senate at its meeting of 3 August 1998.

5.2 Action under delegated authority

5.2.1 College of Sciences and Technology

Resolution 76/98

That the Academic Board note the appointments of Visiting Professors.

5.2.2 Report of the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer

Resolution 77/98

That the Academic Board note that the Chair endorsed the report of the Committee appointed to reconsider an application for promotion from Lecturer to Senior Lecturer.



5.3 General report

5.3.1 Reporting examination grades

The Chair reported that a limited pilot test of reporting examination grades, carried out by Student Services on first and second semester 1997 grades, suggested that further work with present resources would be unjustifiably lengthy and costly and was likely to supply data that may be contentious and contested.

Since the Board at its June meeting endorsed the policy document *Principles of Assessment*, and the principle that Grades and Marks were best determined on the basis of performance against standards set rather than by reference to the performance of the group, and since the Teaching and Learning Committee was beginning a review of assessment and examinations, the Chair recommended that for the moment no further action be taken with regard to reporting examination grades.

Resolution 78/98

That the Academic Board endorse the recommendation of the Chair with regard to reporting examination grades.

5.3.2 Other business

5.3.2.1 Welcome

The Chair welcomed Professor Keith Lester, the new Dean of the Faculty of Dentistry, to his first meeting of the Academic Board.

5.3.2.2 Farewell

As this was the last meeting of the Board for the outgoing President of SUPRA, Mr Tom Clark, the Chair placed on record her appreciation of the contribution that Mr Clark had made, not only to the meetings of the Board, but also to numerous committees and working parties. While keeping a very wary eye on the proceedings of the Board and on the interests of students, he had always contributed both with very good sense and humour.

5.3.2.3 Higher School Certificate Review

The Chair commented that the Minister for Education and Training had now approved a set of reforms for the Higher School Certificate and whilst it was not what the University had hoped for, it was a better result than expected.

The University now had to work co-operatively to implement the new HSC in the interests of all candidates and their aspirations. At the moment a number of colleagues were engaged in consultation and work on curricula.

One outstanding issue concerned what would replace the now abandoned Distinction courses, and access to University units of study for talented students. This raised a number of unresolved issues such as the number of students who might seek access to university units of study, whether these units would count toward the HSC and the UAI and whether students would receive credit in university courses for such units of study, resulting in problems relating to "double dipping", equity and resources. Resourcing was one of the most important issues to be resolved.

Resolution 79/98

That the Academic Board note the reports of the Chair.

5.4 Questions on notice

✿ **5.4.1 Millennium Bug**

Professor Cockayne gave notice of the following question:

"Would the Assistant Pro-Vice-Chancellor (Information Technology) please advise the Academic Board what is the University doing to help departments to resolve problems arising from the millennium bug, especially in terms of:

- (i) coordinating effort to minimise the number of staff in University departments who are all spending time on overcoming any one problem; and
- (ii) departments who do not have the resources to tackle the problem?"

The Assistant Pro-Vice-Chancellor (Information Technology), Dr Carlile, advised the Board that a Y2K Reference Group had been established with representation from all Colleges and Administration. This Group was to provide guidance and authority to the Y2K Project Manager.

Faculties and Departments were initially contacted through a letter sent by the Y2K Project Manager which requested a range of data from Departments and the nomination of Y2K Project Sponsors and Project Co-ordinators. A meeting of all Department Co-ordinators would be held early in September to discuss in detail what support was required by departments.

In addition, final arrangements were being made for site licences for software and hardware to test University computer equipment for Y2K compliance. Kits would be distributed to Departments along with training and instruction of Department Co-ordinators.

The Board's attention was drawn to the Y2K homesite on the web, which gave a preview of the activities and support available.

Resolution 80/98

That the Academic Board note the advice of the Assistant Pro-Vice-Chancellor (Information Technology) on action in hand to support departments in addressing the Millennium Bug problem.

✿ 5.4.2 **Research spending**

Professor McPhedran gave notice of the following question:

“Figures published in the Australian of July 29 show that the University of Sydney fell from third biggest research spender in 1995 (behind the ANU and Melbourne) to fifth in 1996 (behind the ANU, Melbourne, Queensland and UNSW). Were we to have maintained third position in 1996, we would have had to spend at least \$30 million more than the \$186 million we spent in that year.

Could the Pro-Vice-Chancellor (Research) comment on the accuracy of these figures, and whether they indicate a weakening of our efforts to maintain a strong relative position in research?”

Professor Siddle (Pro-Vice-Chancellor (Research)) advised the Board that the Australian Bureau of Statistics (ABS) had responsibility for collecting and publishing data on research and experimental development. These data were published at broad and aggregated levels. DEETYA reported in a much more detailed form, but their analysis was based on the ABS data which was often less than satisfactory.

Professor Siddle further advised that the University reported to ABS in three main categories:

- expenditure against all projects (internal and external); these figures are extracted from the financial ledger;
- expenditure against all scholarships; and
- expenditure from general University funds; these figures are provided by departments.

Comparisons between universities were difficult, as universities varied in their profiles. For example, in the area of Biological Sciences, the University of Sydney spent almost twice that of the University of NSW whereas in Engineering the opposite was true. The statistics presented indicated that 79% of the University's research expenditure was directed at advancement of knowledge and only 6.4% directed at economic development, whereas UNSW devoted only 37% of its expenditure to advancement of knowledge and 26% to economic development.

Industry funding also needed to be examined. In this area, there had been an increase of over 50% in the years between 1992 and 1996 for this University. Whilst this was not as great as some other universities, it indicated that research funding was not stagnant and that the University's position in research was not being undermined.

In summary, it could be said that while the figures were less than completely reliable, they did not indicate a lessening of the University's efforts in research, but they could be important in terms of publicity.

Resolution 81/98

That the Academic Board note the response of the Pro-Vice-Chancellor (Research) to a question on research spending.

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 6 July 1998

Resolution 82/98

That the Academic Board receive and note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting of 6 July 1998.

6.1.2 Report of the Senate meeting held on 3 August 1998

Resolution 83/98

That the Academic Board receive and note the tabled report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting of 3 August 1998.

* 6.2 General report

6.2.1 Higher School Certificate

The Board noted that a briefing paper on current issues relating to the reform of the HSC, as circulated with the Agenda, was prepared at the request of Senate which, at its meeting of 3 August, had asked that the Vice-Chancellor distribute it more widely.

An article from the Sydney Morning Herald of 21 July by Lesley Lynch, currently an Adjunct Professor of RIHSS, also circulated with the Agenda, summarised developments and the issues yet to be decided, although the article appeared to be unduly fatalistic about 3-level courses.

Resolution 84/98

That the Academic Board note a briefing paper on current issues relating to the reform of the HSC.

6.2.2 Other business

The Vice-Chancellor commented that as he had no further matters on which to report, he would take questions from members of the Board.

A member of the Board raised the matter of the HSC and pointed out the time scale for implementation of new HSC courses which was now very short, to the extent that quality may be compromised, and asked how the University would act on this issue.

The Vice-Chancellor replied that as a preliminary step, a report had been sent to the Minister for Education and Training and a meeting requested to discuss the implementation of the proposals. Serious consideration was being given by the Minister to delaying implementation for one year.

Resolution 85/98

That the Academic Board note the question on implementation of new HSC courses and the response by the Vice-Chancellor.

7. Report of the Academic Forum

7.1 Report of the meeting held on 15 June 1998

Resolution 86/98

That the Academic Board receive and note the report of the Academic Forum meeting held on 15 June 1998.

7.2 **Forum Focus: "Issues facing the University arising from the West Review"**

Resolution 87/98

That the Academic Board note the focus of the Academic Forum meeting held on 15 June 1998.

8. Reports of Faculties and Boards

8.1 Faculty of Arts

8.1.1 Constitution of the Faculty of Arts

Resolution 88/98

That the Academic Board recommend to Senate that the Resolutions of the Senate relating to the constitution of the Faculty of Arts (Calendar 1996, Vol 1, p179, as amended by Senate 8 October 1996) be amended with immediate effect by:

- (i) the insertion of a new section:
 - 1(d) the director of the Koori Centre, or a nominee of the director
- (ii) the amendment and renumbering of the existing section 1(d):
 - 1(d) the Deans of the Faculties of Economics, Law and Science or their nominees, to read
 - 1(e) the Deans of the Faculties of Economics, Law, Science and Architecture or their nominees
- (iii) and the renumbering of the existing sections 1(e) to 1(n) as 1(f) to 1(o)

8.2 Faculty of Agriculture

8.2.1 Uniform reporting of Honours grades and relationship to University Medals

Resolution 89/98

That the Academic Board refer information and proposals from the Faculty of Agriculture concerning uniform reporting of Honours grades and the relationship to University medals to the Undergraduate Studies Committee for consideration and advice to the Board.

9. Undergraduate Studies Committee

9.1 Report of the meeting held on 16 June 1998.

9.1.1 Receipt of report

Resolution 90/98

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 16 June 1998.

9.1.2 Faculty of Science

9.1.2.1 Bachelor of Science (Nutrition)

Resolution 91/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Science for the new degree of Bachelor of Science (Nutrition), for introduction in 1999; and
- (ii) recommend that the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out in the report presented.

**9.1.2.2 Bachelor of Computer Science and Technology
(Advanced)**

Resolution 92/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Science for the new stream, Bachelor of Computer Science and Technology (Advanced), for introduction in 1999; and
- (ii) recommend that the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out in the report presented.

9.1.2.3 Bachelor of Pharmacy

Resolution 93/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Science for major changes to the existing degree of Bachelor of Pharmacy, for introduction in 1999; and
- (ii) recommend that the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out in the report presented.

9.1.3 Faculty of Health Sciences

**9.1.3.1 Bachelor of Applied Science (Medical Radiation
Sciences)**

Resolution 94/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Health Sciences for major changes to the existing degree of Bachelor of Applied Science (Medical Radiation Sciences) – previously named Bachelor of Applied Science (Medical Radiation Technology) – for introduction in 1999; and
- (ii) recommend that the Resolutions of the Senate be amended, with effect from 1 January 1999, as set out in the report presented.

9.1.4 Proceedings

Resolution 95/98

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 16 June 1998.

9.2 Report of the meeting held on 21 July 1998.

9.2.1 Receipt of report

Resolution 96/98

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 21 July 1998.

9.2.2 Faculty of Economics

**9.2.2.1 Bachelor of Commerce, Bachelor of Economics and
Bachelor of Commerce (Liberal Studies)**

Resolution 97/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Economics for major changes in 1999 to the existing courses, Bachelor of Commerce, Bachelor of Economics and Bachelor of Commerce (Liberal Studies); and

- (ii) recommend that the Resolutions of the Senate relating to the degrees of Bachelor of Commerce, Bachelor of Economics and Bachelor of Commerce (Liberal Studies) be amended, with effect from 1 January 1999, as set out in the report presented.

9.2.3 Faculty of Engineering

9.2.3.1 Full proposal for a new specialisation, Software Engineering, in the Bachelor of Engineering program

Resolution 98/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Engineering for the introduction in 1999 of the new specialisation, Software Engineering, in the Bachelor of Engineering program;
- (ii) recommend that the Resolutions of Senate relating to the Bachelor of Engineering be amended, with effect from 1 January 1999, as set out in the report presented; and
- (iii) note the associated Resolutions of the Faculty of Engineering relating to Table 10 and the Resolutions of the Department of Electrical Engineering relating to Table 10, as set out in the report presented.

* 9.2.4 Common result grades

It was noted by the Board that the table presented in the main Agenda papers was incorrect and that the correct table was to be found with in the supplementary Agenda.

Resolution 99/98

That the Academic Board approve amendments to the common result grades table as detailed below and in the document presented:

- (i) the addition of a new item, M INC (Incomplete with a mark of at least 50), to be inserted before INC (Incomplete);
- (ii) rewording of the comment relating to PCON so that it states explicitly that this result may only be used by faculties and courses which had prior approval to use it in 1998; and
- (iii) to provide for the result grade F to allow for the full range (0-49) of marks to be used, and for that grade to be a clear alternative to PCON for those faculties that may not use PCON.

9.2.5 Proceedings

Resolution 100/98

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 21 July 1998.

* 9.3 Report of the Chair

The Chair had no further report for the meeting.

10. Graduate Studies Committee

10.1 Report of the meeting held on 22 June 1998.

10.1.1 Receipt of report

Resolution 101/98

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 22 June 1998.

10.1.2 Proceedings

Resolution 102/98

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 22 June 1998.

10.2 Report of the meeting held on 27 July and 3 August 1998

10.2.1 Receipt of report

Resolution 103/98

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 27 July and 3 August 1998.

10.2.2 Faculty of Economics

Resolution 104/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Economics for new award programs, namely, Graduate Diploma and Master of Economics (Social Sciences) in Australian Political Economy, Master of Policy Studies and Master of Transport/Master of Commerce (Combined program); and
- (ii) recommend that the Resolutions of Senate relating to the new award programs, as set out in the report presented, be amended from 1 January 1999.
- (iii) approve the proposal to amend the existing Master of Commerce program to include a Taxation major; and
- (iv) recommend that the Resolutions of the Senate relating to the amended program, as set out in the report presented, be amended from 1 January 1999.

10.2.3 Faculty of Law

Resolution 105/98

That the Academic Board:

- (i) approve the proposal of the Faculty of Law for the new award programs, namely Graduate Diploma in International Business Law, Master and Graduate Diploma in International Law; and
- (ii) recommend that the Resolutions of the Senate, as set out in the report presented, be amended from 1 January 1999.

* 10.2.4 Australian Postgraduate Awards and University Scholarships: Method of Award

A brief summary of the history of the position paper on Australian Postgraduate Awards and University Scholarships: Method of Award was given to the Board by the Chair of the Graduate Studies Committee. He said that there was consensus at the Graduate Studies Committee in favour of adoption of the

position paper. This would align the University more closely to the way in which scholarships were allocated to institutions whilst, at the same time, providing an incentive to Faculties to increase completions.

Considerable discussion then took place on this matter with a number of issues being raised. These issues included:

- the need to publicise and explain the new policy to potential University postgraduate candidates as a matter of urgency;
- in the light of setbacks to the Humanities and Social Sciences at most Australian universities which would have major implications for postgraduate research programs in these fields, the University should examine ways to exploit its competitive advantage as Australia's largest and most diverse provider of opportunities for postgraduate research studies;
- the formula as set out allocated APAs in such a manner that when fully implemented, CHASS could lose approximately 25% of their APAs whilst Health Sciences could gain approximately 75%;
- it was crucial not to underestimate the effect of Humanities in the excellent research results produced by this University;
- during the review process it might be important to take into consideration the demand for APAs and the alternative sources of funding available to the Colleges as this would make the demand different in each College;
- one statistic which should be looked at was the generally higher turndown rate of APAs last year which indicated that the University was not getting the best available candidates (noting that the turndown rate was considerably less in Humanities and Social Sciences than in other areas);
- the proposal was not designed to take scholarships away from any particular College, but to ensure there was an alignment between scholarships and the ability to see students through to successful completion;
- this system would permit greater flexibility in making offers to good students much earlier than was currently possible.

During discussion the Board agreed in principle that there should be an increased number of APAs held back for allocation in accordance with previously agreed criteria. It was suggested that these criteria could include a definition of the types of cases which constituted exceptional circumstances where these held back awards might be required for allocation. The Board further agreed that the Graduate Studies Committee be asked to:

- propose guidelines for determining the number of APAs held back; and
- propose, in accordance with those guidelines, the exact number of APAs to be held back,

for consideration by the Board.

Resolution 106/98

That the Academic Board:

- (i) adopt as policy the position paper entitled "Australian Postgraduate Awards and University Scholarships: Method of Award" subject to its amendment to provide for a review after two years of operation; and
- (ii) request the Graduate Studies Committee to:
 - (a) propose guidelines for determining the number of APAs to be held back; and
 - (b) propose, in accordance with those guidelines, the exact number of APAs to be held back.

Subsequent to the meeting the Chair undertook to ensure that the new policy would be publicised to potential University postgraduate candidates, and as a matter of urgency, to explore ways to exploit the University's competitive advantage as Australia's largest and most diverse provider of opportunities for postgraduate research studies.

10.2.5 The use of parallel teaching of postgraduate and undergraduate students in postgraduate courses

Resolution 107/98

That the Academic Board adopt the position paper "The use of parallel teaching of postgraduate and undergraduate students in postgraduate courses" as amended and as set out in the report.

10.2.6 Proceedings

Resolution 108/98

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 27 July and 3 August 1998.

* **10.2.7 Report of the Chair**

The Chair had nothing further to report to the meeting.

11. Teaching and Learning Committee

11.1 Report of the meeting held on 11 June 1998.

11.1.1 Receipt of report

Resolution 109/98

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 11 June 1998.

11.1.2 Proceedings

Resolution 110/98

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 11 June 1998.

11.2 Report of the meeting held on 2 July 1998.

11.2.1 Receipt of report

Resolution 111/98

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 2 July 1998.

11.2.4 Proceedings

Resolution 112/98

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 2 July 1998.

* **11.3 Report of the Chair**

The Chair had no further report for the meeting.

12. Research Committee

12.1 Report of the meeting held on 11 June 1998.

12.1.1 Receipt of report

Resolution 113/98

That the Academic Board receive and note the report of the Research Committee meeting held on 11 June 1998.

* 12.1.2 Proceedings

12.1.2.1 Postgraduate Student Maintenance Allowance

A member of the Board asked if the Committee could account for the fact that the Postgraduate Student Maintenance Allowance had become available only in July when policy stated that it would be available in April, and what was being done to ensure that, in future, the funds were available earlier.

In responding, the Chair of the Committee explained that the processes required before the funds could be delivered could not commence until census data was available after 31 March. Once this had been received, it needed to be formatted and account and analysis codes added. Only then could the file be sent to Financial Systems for uploading into the general ledger against each student's name.

Unfortunately, this year enrolment data were not available until early May with a further delay in obtaining data from Orange. This resulted in Financial Systems receiving the information on 11 June.

Whilst the process could be streamlined to a certain extent, it was unrealistic to expect that the goal of April was achievable and, normally, the earliest possible time the allowance could be made available would be June.

During discussion, it was suggested that to alleviate this problem, departments could provide the funds in advance to students, and then recoup the monies themselves once the Maintenance Allowance funds became available. The Vice-Chancellor undertook to explore an alternative option: funds could be made available in advance from the Centre, subject to later adjustment. He indicated that whichever option ensured Allowances were made available to students at an appropriate time would be adopted.

Resolution 114/98

That the Academic Board note the proceedings of the Research Committee meeting held on 11 June 1998.

12.2 Report of the meeting held on 23 July 1998

12.2.1 Receipt of report

Resolution 115/98

That the Academic Board receive and note the report of the Research Committee meeting held on 23 July 1998.

12.2.2 Proceedings

Resolution 116/98

That the Academic Board note the proceedings of the Research Studies Committee meeting held on 23 July 1998.

✳ 12.3 **Report of the Chair**

The Chair had no further report for the meeting.

13. **Library and Information Technology Committee**

No meeting of the Library and Information Technology Committee was held.

14. **Academic and Staffing Committee**

14.1 **Report of the meeting held on 24 June 1998**

14.1.1 **Receipt of report**

Resolution 117/98

That the Academic Board receive and note the report of the Academic and Staffing Committee meeting held on 24 June 1998.

✳ 14.1.2 **Policy Document – Academic Promotions Appeals**

In response to a query concerning membership of an Appeals Committee, the Chair of the Academic and Staffing Committee advised that, in that Committee's view, appointment of a nominee of the appellant to an Appeals Committee would preclude such a Committee from acting as an impartial committee of review. It was to be noted that the Chair of the Committee whose decision was being appealed was not represented on Appeals Committee, and for the same reason.

The Board agreed minor amendments to the proposed policy document, also noting a suggestion that it would be useful for the Board to receive in future policy proposals in which changes to existing policy were highlighted, and resolved:

Resolution 118/98

That the Academic Board endorse the draft policy document on Academic Promotions Appeals subject to the following amendments (amendments underlined):

- (a) Section 1.1 to read:
"an appeal should be submitted with the Vice-Chancellor, except where the Vice-Chancellor was the Chair of the CPC. In this case, the Vice-Chancellor will nominate a Deputy Vice-Chancellor to consider the appeal. No additional material may be provided once the appeal has been submitted except at the request of an Appeals Committee."
- (b) all references to "the" Appeals Committee be replaced by references to an Appeals Committee;
- (c) section 3.1 to read:
The constitution of an Appeals Committee shall be
 - the Chair or a Deputy Chair of the Academic Board (Chair)
 - a nominee of the Vice-Chancellor (or Deputy Vice-Chancellor, as appropriate, see 1.1)
 - a nominee of the Chair of the Academic Board.

Wherever possible, the same Appeals Committee membership will consider all appeals in any one year.

All members of the committee will be members of the academic staff of the University, will not have served on the FPC or CPC which considered the application for promotion and will not have acted as a referee for the applicant.

An Appeals Committee will not reassess the application for promotion. Its role is solely to determine whether any breach of procedure occurred which affected the outcome of the application.

and commend it to the Vice-Chancellor for approval.

✳ 14.1.3 **Policy Document – Academic Titles**

During discussion, the Board agreed to proposals to amend the document presented to provide for:

- establishment of a role for appropriate external bodies such as hospitals or area health services in procedures relating to the conferral of clinical academic adjunct titles;
- the conferral of the title Adjunct Professor on a person whose salary was in the main paid by an outside source but in part by the University in cases where the title of Professor was seen to be appropriate.

The Board resolved:

Resolution 119/98

That the Academic Board endorse the draft policy document on Academic Titles subject to the following amendments (amendments underlined):

- (a) **3. ADJUNCT** (Adjunct Professor, Adjunct Associate Professor, Adjunct Senior Lecturer, Adjunct Lecturer, Adjunct Associate Lecturer)

Adjunct titles are conferred on persons in business or in the professions or in appropriate external bodies who will make a substantial and regular contribution, normally on a continuing basis, to the teaching and/or research/scholarship/creative work of the University, and, who may facilitate partnerships between the University and business or the professions.

- (b) **Procedure for the conferral of an adjunct title for less than twelve months**

Special conditions

The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

- (c) **Procedure for the conferral of an adjunct title for twelve months or more**

Special conditions

The conferring of the adjunct title does not establish an employment relationship, nor alter any employment relationship that currently exists, nor does it entitle the recipient to any salary payments nor alter any salary payments that currently exist.

- (d) **Procedures for 4. Clinical academic and 5. Conjoint academic titles**

The committee membership is proposed by the Dean, appointed by the Deputy Vice-Chancellor (Academic and Staffing) and comprises

- the Pro-Vice-Chancellor (College) or nominee (Chair)
- the Chair of the Academic Board or nominee
- the Dean or nominee
- the Pro-Dean or an Associate Dean (where relevant)
- the Head or nominee
- one member of the Faculty with experience on Faculty or Central Promotions Committees for Level D and/or Level E

- one member of the University staff outside the College with experience on Central Promotions Committees for Level D and/or Level E
- up to two members representing appropriate external bodies, eg hospital or area health service.

and commend it to Senate for approval.

14.2 Report of the meeting held on 22 July 1998

14.2.1 Receipt of report

Resolution 120/98

That the Academic Board receive and note the report of the Academic and Staffing Committee meeting held on 22 July 1998.

14.2.2 Proceedings

Resolution 121/98

That the Academic Board note the proceedings of the Academic and Staffing Committee meeting held on 22 July 1998

★ **14.3 Report of the Chair**

The Chair had no further matters on which to report.

15. General Matters

15.1 Membership of the Central Promotions Committee Level B

Resolution 122/98

That the Academic Board note that, under delegated authority, the Chair approved the appointment of Professor R McPhedran, Deputy Chair, to membership of the Central Promotions Committee Level B to take the place of the Chair of the Academic Board.

15.2 Membership of the Associate Professor Central Promotions Committee 1998

Resolution 123/98

That the Academic Board note that, under delegated authority, the Chair approved the appointment of Professor David Hill to membership of the Associate Professor Central Promotions Committee to take the place of Professor Judy Lumby.

15.3 Academic Board meeting dates for 1999

Resolution 124/98

That the Academic Board adopt the proposed schedule of 1999 meeting dates as detailed in the document presented.

Chair

Date