



Academic Board Agenda

Academic Board Officer: Miss E R Ring

Secretariat, Main Quadrangle, A14

Phone: 9351 3305; Fax: 9351 3572

E-mail: E.Ring@secretariat.usyd.edu.au

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

NOTICE OF MEETING

A meeting of the **ACADEMIC BOARD** will be held at **2 pm on Wednesday 10 February 1999** in the Professorial Board Room.

Members who are unable to attend are asked to notify Erica Ring at the above address. Enquiries concerning this meeting may also be directed to Miss Ring.

Erica Ring
for
Dr W Adams
Registrar
3 February 1999

AGENDA

Pages

☆ **1. Apologies**

The following apologies have been received:
Professor G Brown

2. Arrangement of Agenda

☆ **2.1 Starring of items**

2.2 Adoption of unstarred items

Recommendation

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

3. Minutes of previous meeting

Yellow enclosure

Recommendation

That the Academic Board adopt the minutes of the previous meeting held on 16 December 1998 as a true record.

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

5. Report of the Chair

5.1 Report on Senate matters

5.1.1 Report of the Senate meeting held on 1 February 1999 Supplementary agenda (tabled)

Recommendation

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting on 1 February 1999.



5.2 General report

5.2.1 Alternative Chair 6

Recommendation

That the Academic Board approve Professor David Cockayne as Alternative Chair of the Board, to hold office to 31 December 2000.

5.2.2 Reference from Senate: Undergraduate courses 6

Recommendation

That the Academic Board note the action taken by the Chair in response to a reference from Senate concerning undergraduate courses.

6. Report of the Vice-Chancellor and Principal

6.1 Report on Senate matters

6.1.1 Report of the Senate meeting held on 1 February 1999 Supplementary agenda (tabled)

Recommendation

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting on 1 February 1999.



6.2 General report

7. Reports of Faculties and Boards

7.1 Faculty of Architecture 7

7.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the report of the Faculty of Architecture.

7.1.2 Semesters 1999 and 2000

Recommendation

That the Academic Board approve the proposed semester dates for the years 1999 and 2000 for the Faculty of Architecture as presented in the report.

8. Undergraduate Studies Committee

8.1 Report of the meeting held on 16 December 1998 8

8.1.1 Receipt of report

Recommendation

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

8.1.2 Approval in principle for a new degree/major changes to an existing degree

Faculty of Agriculture

8.1.2.1 Bachelor of Resource Economics 8

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Agriculture for the new degree of Bachelor of Resource Economics, for introduction in 2000, as set out in the report presented.

8.1.2.2 Bachelor of Land and Water Sciences 8

Recommendation

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Agriculture for the new degree of Bachelor of Land and Water Sciences, for introduction in 2000, as set out in the report presented.

☆ 8.2 Report of the Chair

9. Graduate Studies Committee

9.1 Receipt of report

Recommendation

That the Academic Board note that the Graduate Studies Committee has not met since its last report to the Board.

☆ 9.2 Report of the Chair

10. Teaching and Learning Committee

10.1 Receipt of report

Recommendation

That the Academic Board note that the Teaching and Learning Committee has not met since its last report to the Board.

☆ 10.2 Report of the Chair

11. Research Committee

11.1 Receipt of report

Recommendation

That the Academic Board note that the Committee has not met since its last report to the Board.



11.2 Report of the Chair

12. Library Committee

12.1 Report of the meeting held on 23 November 1998

9-11

12.1.1 Receipt of report

Recommendation

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

12.1.2 Proceedings of the Committee

9-11

Recommendation

That the Academic Board note the proceedings of the Library Committee meeting held on 23 November 1998 relating to the following matters:

- 1.01/98 Welcome
- 1.02/98 Terms of Reference and Membership
- 1.03/98 University Librarian's Report
- 1.04/98 1998 Serial Subscriptions Cancellations
- 1.05/98 Library Funding
- 1.06/98 1999 Collections and Access Budget
- 1.07/98 Collections and Access Allocation Proposals
- 1.08/98 Reciprocal Borrowing Scheme
- 1.09/98 Library Restructuring Programme
- 1.10/98 Schedule of Meetings
- 1.11/98 Other Business
 - 1.11.1/98 Flexible Learning
 - 1.11.2/98 Library Processes



12.2 Report of the Chair

13. Academic and Staffing Committee

13.1 Second Report of the meeting held on 25 November 1998

12-27

13.1.1 Receipt of report

Recommendation

That the Academic Board receive and note the second report of the Academic Staffing Committee meeting held on 25 November 1998.

13.1.2 Policy Document: The Appointment of all Categories of Academic Staff

12-27

Recommendation

That the Academic Board commend the amended Policy Document - Appointment of all Categories of Academic Staff to Senate for approval.

☆	13.2 Report of the Chair	
14. General Business		
14.1 Membership of the Academic Board		
14.1.1 1999 membership of the Board		28, 35-37
Recommendation		
<i>That the Academic Board note the 1999 membership of the Board.</i>		
14.1.2 Casual vacancies in Board membership		28-29
14.1.2.1 One academic staff member elected from the academic staff members of each Faculty		28
Recommendation		
<i>That the Academic Board appoint Professor P Springborg to membership of the Board under Section 43.(4) of the Academic Governance Rules, to hold office from 10 February 1999 to 31 December 2000.</i>		
14.1.2.2 Five persons who are heads of departments		28-29
Recommendation		
<i>That the Academic Board appoint the following persons to membership of the Board under Section 43.(2) of the Academic Governance Rules, to hold office for the periods indicated:</i>		
<i>Professor Sue Armitage 10.2.99 to 31.12. 2000</i>		
<i>Professor John Carter 10.2.99 to 31.12.99</i>		
14.1.2.3 Five persons who are non-professorial members of the academic staff		29
Recommendation		
<i>That the Academic Board appoint Miss C Price to membership of the Board under Section 43.(2) of the Academic Governance Rules, to hold office from 10 February 1999 to 31 December 1999.</i>		
14.2 Academic Governance Rules relating to the Academic Board		29 and Buff enclosure
Recommendation		
<i>That the Academic Board note the Academic Governance Rules relating to the Board, consolidated to incorporate all changes approved by Senate up to and including 2 November 1998.</i>		
14.3 Membership of the Language and International Committee		29-30
Recommendation		
<i>That the Academic Board note the membership of the Language and International Committee.</i>		
14.4 Report of the Promotions Committee for Professor		30-31
Recommendation		
<i>That the Academic Board note the report on promotions to professor.</i>		
☆	14.5 Notice of motion	32-34

AGENDA ITEM 5. Report of the Chair

5.2 General report

5.2.1 Alternative Chair

In accordance with section 8.(5) of the Academic Governance Rules relating to the Academic Board, the Chair must nominate to the Board for approval a Deputy Chair to act in the Chair's position where:

- (a) the Chair is unavailable to perform his or her duties; or
- (b) a casual vacancy occurs and is to be filled pursuant to rule 43.(5)(a).

The Chair nominates Professor David Cockayne as Alternative Chair, to hold office to 31 December 2000.

5.2.2 Reference from Senate: Undergraduate courses

Senate, at its meeting on 7 December 1998, agreed to request the Academic Board to consider and report to Senate at the April or May 1999 meeting, as a priority, on the merit and practicality of:

- (i) the revision of all basic undergraduate degree courses from three year programs to four year programs;
- (ii) the introduction of a requirement that only students who have completed an undergraduate degree at this University or elsewhere be admitted to professional faculties at the University of Sydney.

The Chair will report further at the meeting.

AGENDA ITEM 7. Reports of Faculties and Boards

7.1 Report of the Faculty of Architecture

Semesters 1999 and 2000

On behalf of the Faculty, the Dean seeks the Board's approval for the following semester dates for 1999 and 2000. The total number of teaching weeks in each semester would be thirteen.

The timetable is in accordance with the semester duration preferences expressed by students in previous years. Only a small number of students from other faculties undertake courses in the Faculty and a similarly small number of the Faculty's students enrol in courses outside the Faculty. Special care will be taken to advise these students of the appropriate dates.

1999

	<i>Semester 1</i>	number of weeks	<i>Semester 2</i>	number of weeks
lectures begin	Monday 1 March	5	Monday 26 July	9
mid-semester break	Friday 2 April to Friday 16 April inclusive	2	Monday 27 September to Friday 8 October inclusive	2
lectures end	Friday 11 June	8	Friday 5 November	4
total number of teaching weeks		13		13

2000

	<i>Semester 1</i>	number of weeks	<i>Semester 2</i>	number of weeks
lectures begin	Monday 28 February	8	Monday 10 July	9 ²
mid-semester break	Friday 21 April to Friday 28 April inclusive	1 ¹	Monday 11 September to Friday 6 October inclusive	4 ³
lectures end	Friday 2 June	5	Friday 3 November	4
total number of teaching weeks		13 ¹		13

¹ The mid-semester break for the Faculty of Architecture has been reduced from the usual 2 weeks to 1 week (the same as for the University). The University has reduced the teaching weeks in semester 1 from 14 to 13 weeks by ending semester 1 one week earlier and consequently Faculty must adhere to the University dates to achieve 13 teaching weeks.

² Semester 2 commences 1 week earlier.

³ The extended non-teaching period (4 weeks instead of the University's usual 1 week or the Faculty's usual 2 weeks) coincides with the Olympic Games held in Sydney in 2000.

AGENDA ITEM 8.

Report of the Undergraduate Studies Committee

8.1 Report of the meeting held on 16 December 1998

The Committee met on 16 December 1998 by circulation.

1. Receipt of report

The Committee **recommends** that the Board receive and note the following report of its 16 December 1998 meeting held by circulation.

2. Approval in principle for a new degree/major changes to an existing degree

2.1 Faculty of Agriculture

2.1.1 Bachelor of Resource Economics

The Faculty of Agriculture has submitted an initial proposal for the new degree of Bachelor of Resource Economics, for introduction in 2000.

The purpose of the proposal is to provide students with the opportunity to develop both a deeper and a broader economic understanding of the resources sector, natural resource utilisation, and environmental issues. The degree will complement in different ways the existing Bachelor of Agricultural Economics and Bachelor of Science (Environmental Science) degrees and the proposed Bachelor of Land & Water Science degree.

Recommendation

That the Committee recommend that the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Agriculture for the new degree of Bachelor of Resource Economics, for introduction in 2000.

2.1.2 Bachelor of Land and Water Sciences

The Faculty of Agriculture has submitted an initial proposal for the new degree of Bachelor of Land and Water Sciences, for introduction in 2000.

The purpose of the proposal is to strengthen the University's offerings in environmental and natural resource related disciplines by complementing but not overlapping significantly with several existing courses. The new course will attract students from urban and rural backgrounds with an interest in natural resources, land care and total catchment management, and be targeted at a pool of potential applicants different from those interested in the science of agricultural production.

Recommendation

That the Committee recommend that the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Agriculture for the new degree of Bachelor of Land and Water Sciences, for introduction in 2000.

AGENDA ITEM 12. Report of the Library Committee

12.1 Report of the Library Committee meeting held on 23 November 1998

Present: Professor R. Pesman (Chair), Dr C. Campbell, Mrs J. Campbell, Professor D. Cockayne, Associate Professor E. Cornell, Ms F. Everingham, Dr T. Langrish, Professor J. Lawrence, Associate Professor A. Reynolds, Associate Professor D. Ridley, Ms K. Sexton, Mr J. Shipp, Mr D. Trudinger, Mr L. Whittington.

1.01/98 **Welcome**

Professor Pesman opened the meeting and welcomed members to the first meeting of the Library Committee.

1.02/98 **Terms of Reference and Membership**

The terms of reference were noted.

1.03/98 **University Librarian's Report**

The University Librarian, Mr J Shipp, gave a brief report which included:

- from January 1999, the Library would report to the Deputy Vice-Chancellor (Academic and International);
- the Library is in the process of reviewing all of its activities and undertaking organisational change to provide services more effectively in the prevailing higher education environment.
- the potential effects on the Library budget of reductions in the salary subsidies received to support the operation of the Burkitt-Ford and the Pharmacy libraries.

1.04/98 **1998 Serial Subscriptions Cancellations**

The University Librarian tabled a document which summarised the outcomes of the cancellations exercise.

Discussion included:

- reference to the difficulties associated with the cancellation, particularly the time frame and the impreciseness of the lists of serials sent to faculties;
- the effect of cancellations on the academic programmes and reputation of the University;
- recognition of the value of the assistance provided to faculties by Library staff to facilitate the cancellation exercise.

There was some uncertainty regarding the use of the Strategic Development Fund allocation of \$600,000 to maintain serial subscriptions. Mr Shipp reported that the Pro-Vice-Chancellors (Academic College) had sought advice on the most strategic use of the allocation and that their decision was expected imminently. It was agreed that the Chair should write to the Pro-Vice-Chancellors seeking information about the disposition of the funds.

1.05/98 **Library Funding**

The University Librarian tabled copies of the submission made by the Library for the 1999 budget. Mr Shipp sought leave from the Committee to bring to the next meeting a detailed breakdown of the 1998 and 1999 budgets. In providing an overview of the Library budgets, the University Librarian indicated that the overall strategy was to devote at least 38% of available fund to the acquisition of information resources, about 50% to staffing and the remainder on operating and equipment.

Discussion included:

- the need to make significant salary savings in 1999;

- the use of reserves to stage the restructuring of services and the implementation of salary savings;
- the effect of serial cancellations on interlibrary loan activity;
- the implications for the Library of changes elsewhere in the University.

1.06/98 **1999 Collections and Access Budget**

The Committee expressed concern that the total allocation available for purchasing additions to the collections and for electronic resources, was the same as that made in 1998.

Discussion included:

- the uncertainty caused by currency fluctuations;
- the likelihood of serial price increases in 1999 of an average of 11%;
- the slight increase in the allocation for electronic resources which reflected a policy decision of the previous Library Reference Group;
- the desirability of academic units aligning their research programmes to the capacity of the Library to provide support;
- attempts by university librarians to promote change in scholarly publishing including copyright and other issues;
- the extent to which the University's budget process takes account of the real needs of the Library.

It was resolved:

LC 1/98: *That the Library Committee endorsed the 1999 Collections and Access Budget.*

1.07/98 **Collections and Access Allocation Proposals**

The purpose of providing faculty allocations was identified as being to give faculties greater ability to align available Library resources with their own priorities.

Discussion included:

- the desirability of faculty-level allocations;
- the need for College-level library committees to improve coordination and strategic thinking;
- the expectation that the Committee would investigate the method of allocating to faculties and for electronic resources.

It was resolved:

LC 2/98: *That the Library Committee endorse the proposal to permit faculties to use up to 25% of their 1999 research monograph allocations for the purchase of serial subscriptions.*

LC 3/98: *That the Library inform faculties of the full implications of transferring funds from the purchase of research monographs to serial subscriptions.*

1.08/98 **Reciprocal Borrowing Scheme**

The agenda paper outlined a proposal for the adoption of a common scheme to be used by all NSW universities to permit reciprocal borrowing. The scheme provides for host libraries to be paid \$40 annually for each reciprocal borrower. For 1999, the scheme will not levy charges for academic staff.

Discussion included:

- the legality of the charges relative to DETYA Guidelines. The charges are not compulsory and do not contravene the Guidelines;
- the possibility of excluding postgraduate (research) students from any charges;
- the potential use of the scheme especially by distance education students;
- the paucity of information on the reason students utilize other libraries.

It was resolved:

LC 4/98: *That the Library Committee endorse the participation of the University in the UNISON Borrowing Agreement.*

LC 5/98 : That the Library pay the access fee (\$25) incurred by students of the University of Sydney.

LC 6/98 : That the usage fee (\$15) be payable by individual students or on their behalf by an academic unit.

LC 7/98 : That the Library Committee review annually the operation of the scheme including the application of fees.

1.09/98 **Library Restructuring Programme**

The University Librarian spoke briefly on the need for organisational change and the current review of technical services processes. It was agreed that further reports should be made to the Library Committee and be the subject of an Academic Forum in 1999.

1.10/98 **Schedule of Meetings**

There was general agreement to bimonthly meetings to be held at 10.00 a.m. on Mondays, provided that additional meetings could be scheduled as required.

1.11/98 **Other Business**

1.11.1/98 **Flexible Learning**

Ms F. Everingham requested information regarding the Library's response to the Academic Board's Flexible Learning Discussion Paper.

J Shipp responded that no response had been formulated as the Library was waiting to see faculty submissions.

1.11.2/98 **Library Processes**


Dr C. Campbell foreshadowed a motion for the next meeting of the Committee:

That the University Librarian be requested to revise the ordering process for monographs and other relevant materials so that individuals who make orders are notified when they are available for use.

AGENDA ITEM 13.
Report of the Academic Staffing Committee

**13.1 Second Report of the Academic Staffing Committee meeting held on 25
November 1998**

The report of the Academic Staffing Committee for the meeting of 25 November 1998 reported that the amended Policy Document: The Appointment of all Categories of Academic Staff would be submitted to the February meeting of the Academic Board. The amended Policy Document is attached. *(pages 13-27)*

	<p>THE UNIVERSITY OF SYDNEY POLICY DOCUMENT ON THE APPOINTMENT OF ALL CATEGORIES OF ACADEMIC STAFF</p> <p>For the definitions of terms used in this policy document refer to the Delegations of Authority. As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Faculty read also Orange Agricultural College, Graduate School of Business Sydney College of the Arts, Sydney Conservatorium of Music or Administrative Unit;; to Head read Head of Department/School/Unit; to Dean read also Director or College Principal; and to Chair read Chair of Selection Committee.</p>
<p>Overview</p>	<p>This policy document defines the policy and procedures to be followed for the appointment of all categories of academic staff. It covers the conditions applying to the recruitment of all continuing appointments without a probationary period, continuing appointments with a probationary period and fixed-term appointments for Levels A to E staff (academic and academic research only staff).</p>
<p>Policy</p>	<p>Appointments are based on merit. Applicants are assessed in relation to the selection criteria, past achievements (assessed with regard to the opportunities that have been available to the applicant) and the potential for future development.</p> <p>All appointment procedures must be effective and accommodate diversity across the University.</p>
<p>Governing principles</p>	<ul style="list-style-type: none"> • The University will actively seek out and appoint high-calibre academic staff with a strong commitment to excellence in teaching, research, scholarship, creative and artistic work, administration, service to the profession and wider community, and academic leadership, or in those of the above areas as specified for the position. • All academic appointment procedures are underpinned by the University's commitment to honesty and respect, and take explicit account of equal employment opportunity and the principles of privacy, confidentiality and freedom of information. • All University policies and procedures comply with relevant legislative and award conditions and are clear, concise and open. • An appointee may not commence duty prior to the formal approval of the appointment recommendation. <p>It is the responsibility of the Academic Board, through its Academic Staffing Committee, to monitor and review the outcomes and effectiveness of its policies.</p>
<p>Coverage</p>	<p>This policy covers the following categories of academic appointment.</p> <p>A Appointment classification/level</p> <p>1 <u>Academic staff</u> <i>(Refer to Position Classification Standards for Academic Staff)</i> Academic Levels A, B, C, D and E (including Associate Lecturer, Lecturer, Senior Lecturer, Associate Professor, Reader, Professor).</p> <p>2 <u>Academic research only staff</u> <i>(Refer to Position Classification Standards for Research Only Positions)</i> Academic Research only Levels A, B, C, D and E (including Postdoctoral Fellow, Research Fellow, Senior Research Fellow, Principal Research Fellow, Senior Principal Research Fellow, NH&MRC/ARC appointees).</p>

Procedures	<p>B Appointment types</p> <p>1 <u>Continuing without a probation period</u></p> <p>2 <u>Continuing with a probation period</u> An appointment which is potentially continuing, following the satisfactory completion of clearly defined requirements within a probation period.</p> <p>3 <u>Fixed Term (only under HECE conditions)</u> An appointment for a fixed period, normally with a probation period.</p> <p>3.1 <u>By advertisement</u></p> <p>3.2 <u>Appointments on Nomination - normally without advertisement, for</u></p> <p>3.2.1 externally funded research only positions - for up to the fixed term of the grant, where the grant</p> <ul style="list-style-type: none">• specifies the appointment of a particular person, or• requires immediate action and highly specialised skills. <p>3.2.2 academic and other research only positions - for a fixed term of less than twelve months, approved under special circumstances.</p> <p>An outline of the required procedures for appointment to Levels A to E is detailed below.</p> <p>PROCEDURE (I) Continuing appointments without a probation period, continuing appointments with a probation period and fixed term appointments, by advertisement</p> <p>PROCEDURE (II) Appointments on Nomination, fixed-term appointments - normally without advertisement.</p> <p>NOTE</p> <ul style="list-style-type: none">• In cases where there is no Department or where the Head is not a member of the Selection Committee, the Dean will seek approval from the Pro-Vice-Chancellor to appoint a person to assume the responsibility of the Head in relation to the appointment procedure.• Requirements stated in these procedures should be seen as a minimum.• At the procedural level, the order in which the administrative processes occur may vary.
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PROCEDURE (I)	STEPS FOR APPOINTMENTS TO LEVELS A to E CONTINUING APPOINTMENTS WITHOUT A PROBATION PERIOD, CONTINUING APPOINTMENTS WITH A PROBATION PERIOD AND FIXED-TERM APPOINTMENTS, BY ADVERTISEMENT
Preparation	<p>1 <u>Preparing a recommendation to fill/create a position</u></p> <p>1.1 The Head and Dean (and Pro-Vice-Chancellor, for Level E) consult about the position, within the context of Department and Faculty plans.</p> <p>1.2 After consultation with all relevant academic staff (including, where appropriate, Deans in other faculties, for Level E), the Head prepares a recommendation incorporating</p> <ul style="list-style-type: none">• a profile of the academic staff in the Department• the case for the position• the most appropriate type and level of appointment• the selection criteria• the specific accountabilities of the position• a completed Request to Advertise form and a draft advertisement <i>(See Policy Document on the Advertisement of Academic Staff Positions: Attachment 1)</i>• nominations for the Selection Committee, including reserve members and a proposed selection timeline <i>(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2)</i>• an account of the consultation that has taken place in the Department• a statement outlining how the recommendation is consistent with Department and Faculty plans• an information package for applicants (required for Level E). <p>1.3 For Levels A-D, the Head forwards the recommendation via the Dean to the Pro-Vice-Chancellor for approval. For Level E, the Head sends the recommendation via the Dean to the Pro-Vice-Chancellor, who sends the recommendation via the Chair of the Academic Board (representing the Senate Chair Appointments Committee) to the Deputy Vice-Chancellor for approval.</p> <p>1.4 The Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level E) forwards the relevant documentation to the Personnel Services Team.</p> <p>1.5 The Personnel Services Team notifies the Head and Chair of the approval of the recommendation, and notifies the Selection Committee members of their appointment and of the proposed selection timeline.</p> <p>1.6 Those members of the Selection Committee unable to serve, inform the Head (Dean for Level E) who nominates reserve members.</p>
Attraction	<p>2 <u>Advertising the position</u> <i>(See Policy Document on the Advertisement of Academic Staff Positions: Attachment 1)</i></p> <p>2.1 The Personnel Services Team checks the advertisement and forwards it to the appropriate officer for placement.</p> <p>2.2 In addition, the Head is responsible for ensuring that all available means are used to attract the best possible field (for example, establishing search committees - Level E).</p> <p>3 <u>Handling enquiries and providing information</u></p> <p>3.1 The Head, or nominee, answers enquiries regarding the position and Department.</p> <p>3.2 The Personnel Services Team answers enquiries regarding conditions of employment.</p> <p>4 <u>Processing applications</u> <i>(See Policy Document on Academic Appointments: Related Issues: Attachment 3, point 1)</i></p> <p>4.1 Applications are received and acknowledged by the Personnel Services Team and are sent after the closing date to the Head or contact person (Chair for Level E).</p>

- 5 **Calling for referees' reports**
(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2; and Policy Document on Academic Appointments: Related Issues: Attachment 3, point 2)
- 5.1 The Head (the Personnel Services Team, Level E) forwards or circulates copies of the applications to the members of the Selection Committee.
- 5.2 The Head consults with all members of the Selection Committee and other relevant Department members (the latter will be shown the applications in confidence but not shown the referees' reports) and
- for Levels A-D, the Head prepares a list of applicants for whom referees' reports will be called and forwards it to the Chair for approval.
 - for Level E, the full Selection Committee (or a sub-Committee appointed by the Chair) prepares a list of applicants for whom referees' reports will be called; if a sub-Committee determines the list, the other members of the Selection Committee are invited by the Chair to send comments.
- 5.3 The Selection Committee may nominate, to the Chair, other people who should be invited to apply.
- 5.4 The Chair approves the list, provides reasons for those not listed and forwards it to the members of the Selection Committee for final comment.
- 5.5 The Chair sends the list to the Personnel Services Teams who will seek referees reports, and on instruction, sends the unsuccessful letters.
- 6 **Processing referees' reports**
(See Policy Document on Academic Appointments: Related Issues: Attachment 3, point 2)
- 6.1 Should the Selection Committee wish to seek reports from referees additional to those nominated by the applicant, the Head first seeks the views of the applicant and reports these to the Chair. If the Chair believes it is appropriate to proceed against the wishes of the applicant he/she must have the permission of the Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level E) and must inform the applicant before forwarding the additional list of referees to the Personnel Services Team.
- 6.2 The Personnel Services Team calls for referees' reports and follows up on those not received and informs the Chair if any problems occur.
Reports are forwarded after the closing date
- for levels A-D, to the Chair of the Selection Committee who is responsible for their distribution and subsequent confidentiality
 - for level E, to all members of the Selection Committee.
- 7 **Producing the shortlist for further consideration**
(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2)
- 7.1 The Selection Committee may propose not to proceed further with some applications based on the information received in the referees' reports.
- 7.2 On the advice of the Chair, the Personnel Services Team will notify applicants who were not shortlisted for interview.

- 8 **Organising interviews, presentations and consultations**
The use of departmental presentations, consultations with relevant staff, and interviews or equivalent methods of evaluation (for example, video, web or tele-conferences; and in exceptional circumstances interviews by interstate or overseas representatives of the University) should all be considered to ensure that the best applicant is appointed. Presentations and consultations take place prior to the interviews and are organised by the Head. Interviews are normally held at the time of the Selection Committee meeting.
- Levels A to D
 - for continuing appointments, interviews or equivalent methods of evaluation are required. Departmental presentations should also normally be requested.
 - for fixed-term appointments, interviews or equivalent methods of evaluation, as well as departmental presentations, are highly recommended.
 - For Level E, interviews are required. Normally the Head would invite an applicant to make a departmental presentation and the Head consults with staff who would be directly affected by the appointment.
- 9 **Organising and preparing for the selection meeting**
9.1 The Head (the Personnel Services Team, for Level E) organises and notifies the Selection Committee of the time and venue of the selection meeting and, if interviews are to be held, notifies the applicants.
- 10 **Functioning of the selection meeting**
(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2; and Policy Document on Academic Appointments: Related Issues: Attachment 3 point 3)
- 10.1 The available members of the Selection Committee interviews applicants, if applicable.
- 10.2 The Selection Committee considers and makes a recommendation based on the application, referees' reports, the opinions of the members of the Department as reported by the Head, and the information elicited from the interview and presentation (as appropriate). The recommendation should indicate which applicants are appointable and their ranking, and indicate why the remaining applicants are not appointable.
- 10.3 For each appointable applicant
- the Selection Committee determines the academic conditions of appointment, including the conditions for confirmation of appointment, if applicable
(See Policy document on Conditions for Appointment)
 - the Chair, Head and nominee of the Academic Board determine the level and step of the offer of appointment
 - the Chair and Head determine any other conditions of appointment (for example, relocation assistance).
- 11 **Seeking approval for the Selection Committee's recommendation**
(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2)
- 11.1 The Chair forwards the Selection Committee Report for approval
- for Levels A-C, to the Pro-Vice-Chancellor
 - for Level D, to the Deputy Vice-Chancellor
 - for Level E, to the Senate Chair Appointments Committee.
- 11.2 If the recommendation is approved, the Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level D; the Senate Office, for Level E) forwards the documentation to the Personnel Services Team.
- 11.3 The Personnel Services Team notifies the Chair and Head.

Appointment	12	<u>Making the offer</u>
	12.1	Following approval, the Chair (or Head) may notify the successful applicant that an offer is to be made.
	12.2	The Personnel Services Team sends the letter of offer, with the conditions of appointment. This offer will normally lapse after six weeks from the date of the letter of offer.
	12.3	If further negotiations are required, the Head and Dean (and Pro-Vice-Chancellor, for Level E) consult. Any negotiations must be approved by the Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level E).
	12.4	The Chair may then negotiate with the applicant, within the approved limitations.
	12.5	The Chair notifies the Head and Pro-Vice-Chancellor of the outcome of the negotiations and forwards the documentation to the Personnel Services Team.
	12.6	The Personnel Services Team will send the final letter of offer to the applicant. This new offer will normally lapse after six weeks from the date of the letter of offer.
	13	<u>Processing the acceptance of offer</u> (See Policy Document on Academic Appointments: Related Issues: Attachment 3, points 3 and 4)
	13.1	The Personnel Services Team receives the acceptance and processes the appointment (including arranging all appointment matters, for example, immigration requirements).
	13.2	For Level E, the Senate Office informs each Fellow of Senate of the acceptance.
	14	<u>Processing a refusal of offer</u>
	14.1	The Personnel Services Team receives the refusal and notifies the Chair and Head. On the advice of the Chair, the Personnel Services Team forwards a letter of offer to the next ranked appointable applicant.
14.2	If the list of appointable applicants is exhausted, the most appropriate course of action is determined	
	<ul style="list-style-type: none">• for Levels A-D, by the Chair• for Level E, by the Deputy Vice-Chancellor.	
15	<u>Finalising the notification of unsuccessful applicants</u>	
15.1	On the advice of the Chair, the Personnel Services Team will notify the remaining unsuccessful applicants.	
Reporting	16	<u>Reporting appointments</u>
	16.1	Every six months the Personnel Services Team collates information for the Pro-Vice-Chancellor to report to the Academic Board on the outcome of all advertised academic appointments within the College.
Monitoring	17	<u>Monitoring the policies</u>
	17.1	The Academic Board will monitor and review the outcomes and effectiveness of the appointment policies.

PROCEDURE (II)	<p>STEPS FOR APPOINTMENTS TO LEVELS A to E</p> <p>APPOINTMENTS ON NOMINATION</p> <p>FIXED-TERM APPOINTMENTS -NORMALLY WITHOUT ADVERTISEMENT (Appointments of less than twelve months, except for externally funded research only positions *)</p> <p>NOTE:</p> <ul style="list-style-type: none">• <u>Only under HECE Award conditions</u> See also Section 1.2 of the “Guidelines to Heads re the HECE Award”. • In the case of externally funded research only positions where the grant specifies the appointment of a particular person, only steps 1.1 (first 3 dot points), 4.2, 4.3, 4.4 and 5,6, 7 and 8 apply. <p>1 <u>Preparing the recommendation to fill/create a position</u></p> <p>1.1 The Head, in consultation with relevant staff (including the Dean; with the grant-holder for externally funded research only positions) determines</p> <ul style="list-style-type: none">• the need and funding for the position• the most appropriate type and level of appointment• where relevant, the specific accountabilities of the position• the other staff member to be on the Departmental Selection Committee. <p>2 <u>Nomination of appointee</u></p> <p>2.1 The Head, in consultation with the relevant staff, nominates a person suitable for appointment and requests from the nominee a curriculum vitae and the name of at least one referee.</p> <p>2.2 The position may be advertised to obtain a nominee.</p> <p>3 <u>Seeking input from a referee</u></p> <p>3.1 The Head will discuss with at least one referee the suitability of the nominee for the position.</p> <p>4 <u>Functioning of the selection meeting</u> <i>(See Policy Document on Selection Committees for Academic Staff Positions: Attachment 2)</i></p> <p>4.1 The Selection Committee considers the information submitted by the nominee and the comments from the referee(s), and prepares a recommendation for appointment.</p> <p>4.2 The recommendation is forwarded, via the Dean, to the Pro-Vice-Chancellor (and then to the Senate Chair Appointments Committee, for Level E), for approval.</p> <p>4.3 The Pro-Vice-Chancellor (the Senate Office, for Level E) forwards the documentation to the Personnel Services Team.</p> <p>4.4 The Personnel Services Team notifies the Head of the approval.</p> <p>5 <u>Making the offer</u></p> <p>5.1 Following approval, the Head may notify the nominee that an offer is to be made.</p> <p>5.2 The Personnel Services Team sends the letter of offer and conditions of appointment. This offer will normally lapse after two weeks from the date of the letter of offer.</p> <p>5.3 Any additional negotiations can only be made by the Head after the approval of Dean and the Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level E).</p> <p>5.4 If additional negotiations occur the Head instructs the Personnel Services Team to send a final letter of appointment. This new offer will normally lapse after two weeks from the date of the letter of offer.</p> <p>6 <u>Processing the acceptance of offer</u></p> <p>6.1 The Personnel Services Team receives the acceptance and notifies the Head (and the Senate Office, for Level E).</p> <p>6.2 For Level E, the Senate Office informs each Fellow of Senate of the acceptance.</p> <p>6.3 Personnel Services Team processes the appointment (including organising any other appointment matters, for example immigration requirements).</p>
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	<p>7 <u>Reporting appointments</u> 7.1 Every six months the Personnel Services Team collates information for the Pro-Vice-Chancellor to report to the Academic Board on the outcome of all academic appointments on nomination within the College.</p> <p>8 <u>Monitoring the policies</u> 8.1 The Academic Board will monitor and review the outcomes and effectiveness of the appointment on nomination policy.</p>
Restrictions	<ul style="list-style-type: none">• Refer to HECE conditions.• Excluding externally funded positions, the total period of appointment on nomination must be less than twelve months. The same individual may not be reappointed on nomination for any further period in the same position unless there are exceptional reasons and a compelling case is made to and approved by the Pro-Vice-Chancellor. A new appointment under these circumstances may be made once only, for a period of no more than six months.• For externally funded research-only appointments at Level A which extend beyond twelve months for non-Australian citizen/resident appointees, consideration must be given to the policies of the Commonwealth Department of Immigration and Multicultural Affairs (which relate to the granting of visas). A detailed special case, based on the needs of the grant, must be submitted to the Commonwealth Department of Immigration and Multicultural Affairs for approval. Contact the Personnel Services Team for detailed advice.

BACKGROUND/CONTEXT	
Context	The main focus of this revision is to make the University's academic appointment policy comply with the 1998 HECE Award, and to take into account community comments or suggestions which have arisen out of the operation of the policy since its implementation in 1996.
Authority/consultation	This policy has been drafted by the Academic Staffing Committee (Professor R Pesman (Chair), Professor S Armitage, Associate Professor R Arnold, Associate Professor R Atherton, Professor L Burgess, Associate Professor D Davey, Professor L Field, Ms S Jamieson and Dr P Whiting), in collaboration with the Personnel Services Policy Group for Academic Appointments (Ms H Beamish, Ms J Deitch, Ms M Sampson), taking account of comments from (Ms T Adler, Ms M Bowie, Ms D Bruu, Ms C Clarke, Ms N Downey, Associate Professor W Julian, Mr S Malcolm, Ms J Radom, Mr H Seers) and comments from the Tenure Committee, Pro-Vice-Chancellors (College) and Personnel Services Teams.
Ownership	Academic Board
Responsible Officers	<ul style="list-style-type: none"> • Deputy Vice-Chancellor • Chair of the Academic Board
Dates	<p>Approval <u>By</u></p> <p style="text-align: center;">..... Vice-Chancellor</p> <p><u>Date</u> Date of effect</p> <p>Proposed date of review</p>
References	<p>Documents which are attachments to and/or should be read in conjunction with this policy</p> <ul style="list-style-type: none"> • Attachment 1: Policy document on the advertisement of academic staff positions • Attachment 2: Policy document on Selection Committees for academic staff positions • Attachment 3: Policy document on academic appointments: related issues <p>Policies, procedures etc which are superseded by this document and its attachments:</p> <ul style="list-style-type: none"> • Policy on the appointment of all categories of academic staff (October 1996) <p>Relevant industrial awards/agreements:</p> <ul style="list-style-type: none"> • Academic Award Restructuring Pursuant to the Structural Efficiency Principle of the August 1989 National Wage Case Decision - Final Phase; <ul style="list-style-type: none"> • Attachment B, Position Classification Standards (not certified) • Attachment C, Position Classification Standards for Research Only Positions (not certified) • Higher Education Contract of Employment Award 1998 (Date of effect 30 June 1998) • Immigration Act (1958) • The NSW Freedom of Information Act 1989 • Universities and Post Compulsory Academic Conditions Award 1995 • University of Sydney (Academic Staff) Enterprise Agreement 1997 <p>Other related policies/references:</p> <ul style="list-style-type: none"> • "A Guide for Members of Selection Committees for Academic Appointments", CTL (1994) • Code of Conduct • Criteria for appointment to Chairs (Established and personal). (AB 4.3.91) • Criteria for Appointment/Promotion to academic positions • Delegations of Authority: Part 1 Administrative Functions (Senate 7.12.98) • Equal Opportunity and Affirmative Action Policy Statement (7.2.94) • Payments towards expenses incurred by new appointees to the University staff (March 94) • Policy on disposal of confidential referees' reports on applicants for appointment and promotion (Malcolm 3.2.95) • Statement of Conditions of Employment for Academic Staff.



THE UNIVERSITY OF SYDNEY
POLICY DOCUMENT ON THE ADVERTISEMENT OF ACADEMIC STAFF POSITIONS

Overview	This policy document defines the policy and principles regarding the advertising of academic positions.	
Policy	<ul style="list-style-type: none"> • All appointments, except those specifically defined as appointments on nomination, must be advertised. • There are minimum requirements for advertising, determined by the appointment level and period. These are given below. 	
	LEVEL AND PERIOD OF POSITION	MINIMUM PLACEMENT
	<ul style="list-style-type: none"> • Fixed-term for less than twelve months - Level A to D 	Bulletin Board, University of Sydney home page on the World Wide Web
	<ul style="list-style-type: none"> • Fixed-term for twelve months or more - Level A to D • Continuing without a probation period - Level A to C • Continuing without a probation period - Level D to E, where occupational requirements of the post indicate Australia-only advertising, for example professional registration requirements 	Bulletin Board, University of Sydney home page on the World Wide Web and The Australian
	<ul style="list-style-type: none"> • Continuing without a probation period - Level D to E (without requirements as above) • Fixed-term Level E 	Bulletin Board, University of Sydney home page on the World Wide Web, The Australian, and one overseas specialist journal

**General
principles**

The minimum requirements for advertising have been defined in light of the interests and needs of

- access to promotion opportunities for existing staff
- agreements with the relevant union
- equal employment opportunity and diversification of the University workforce
- recruiting to significant academic positions from the international market
- satisfying immigration authorities that the market has been tested nationally to obtain entry visas for Level A non-Australian citizen/resident appointees. Contact the Personnel Services Team for detailed advice.

World Wide Web address: <http://www.usyd.edu.au/su/personnel/policy>



**THE UNIVERSITY OF SYDNEY
POLICY DOCUMENT ON SELECTION COMMITTEES FOR ACADEMIC STAFF
POSITIONS**

For the definitions of terms used in this policy document refer to the Delegations of Authority. As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Faculty read also Orange Agricultural College, Graduate School of Business Sydney College of the Arts, Sydney Conservatorium of Music or Administrative Unit;; to Head read Head of Department/School/Unit; to Dean read also Director or College Principal; and to Chair read Chair of Selection Committee

Overview

This policy document defines the policies governing the constitution and operation of Selection Committees for all categories of academic (academic and academic research only) appointments.

**Policies
Selection
Committee
Constitution**

- 1 Advertised positions - Continuing and fixed term (excluding appointments on nomination)
A formally constituted Selection Committee must be convened * as follows.
 - 1.1 For Levels A to C
 - the Dean of the appropriate Faculty, or nominee (Chair)
 - a nominee of the Academic Board **
 - the Head, or nominee
 - one other member of the Department recommended by the Head after consultation with relevant Departmental staff.
 - 1.2 For Level D
 - the Pro-Vice-Chancellor of the appropriate College, or nominee (Chair)
 - the Dean of the appropriate Faculty, or nominee
 - a nominee of the Academic Board **
 - the Head, or nominee
 - one other member of the Department recommended by the Head after consultation with relevant Departmental staff
 - one member external to the Department recommended by the Head after consultation with relevant Departmental staff
 - if deemed appropriate by the Head, one other Departmental member.
 - 1.3 For Level E
 - the Vice-Chancellor, or nominee (Chair)
 - the Pro-Vice-Chancellor of the appropriate College
 - the Chair or Deputy Chair of the Academic Board ***
 - the Dean of the appropriate Faculty, or nominee
 - the Head of Department or nominee
 - one other member of the Department recommended by the Head after consultation with relevant Departmental staff
 - up to two other members
 - one nominee of an external body, where relevant.
- 2 Appointments on nomination, fixed term positions - normally without advertisement #
A Departmental Selection Committee must be convened as follows
 - the Head (Chair)
 - one other member of staff recommended by the Head after consultation with relevant Departmental staff (including the Dean; the grant-holder, for externally funded research only positions).

NOTES

* In the formation of the Selection Committee, the Head (Dean, for Level E) proposes the membership, and the Pro-Vice-Chancellor (Deputy Vice-Chancellor, for Level E) approves the composition.

If a position is advertised across classifications, the Selection Committee must follow the composition of the senior appointment.

	<p>** Nominated by the Head from a list provided by the Academic Board.</p> <p>*** Members and former members of the Personal Chair/Level E Academic Central Promotions Committee are eligible to represent the Chair of the Academic Board on the Selection Committees.</p> <p># Including: externally funded research only positions for a fixed term for up to the term of the grant, or academic and other research only positions for a fixed term of less than twelve months.</p>
Membership constraints	A Selection Committee must not include a person who has or has had a close personal relationship with any applicant, or who has or may appear to have any other personal interest in selecting or not selecting a particular applicant. Any personal interest of a Selection Committee member regarding the selection must be declared as soon as possible to the Chair of the Selection Committee.
Gender representation	Both genders must be represented on any formally constituted Selection Committee (as in 1 above). Senate recommends a target of at least 30% membership of women on Selection Committees.
Specific responsibilities of the Chair	<p>The Chair of the Selection Committee must ensure that</p> <ul style="list-style-type: none"> • all members have an opportunity to perform their roles appropriately • all members understand the requirements of confidentiality and equal employment opportunity, and declare any special interest in the selection • the formal report of the Selection Committee accurately reflects the views of all Selection Committee members.
Responsibilities of the Selection Committee	<p>Each Selection Committee member should know the particulars of the advertisement and the selection criteria. Each Selection Committee member should also</p> <ul style="list-style-type: none"> • be invited to comment on recommendations for the shortlist • if possible attend any presentation by the shortlisted applicants • read the applications and referees' reports before the Selection Committee meeting • be available for meetings and participate in discussions • exercise independent judgement in making a decision, which should take into account <ul style="list-style-type: none"> • the selection criteria (where relevant, the specific accountabilities of the position) • established University standards • the information in applications and referees' reports • views of members of the Department and other Selection Committee members.
Confidentiality	<p>The proceedings of the Selection Committee, and particularly the content of the referees' reports, are for the information of Selection Committee members only and must always be regarded as confidential. The Selection Committee must not discuss any aspect of its deliberations outside the Committee.</p> <p>At the conclusion of the Selection Committee meeting all papers should be left with the Chair.</p>
Training	<ul style="list-style-type: none"> • All Academic Board representatives will be trained in selection procedures. • All staff on Selection Committees should be cognizant of the recruitment process.
Quorum	<p>For the selection meeting to proceed</p> <ul style="list-style-type: none"> • for Selection Committees with four members, all members (or their nominee/replacement) must be present • for Selection Committees with greater than four members, at least three quarters of Selection Committee members (or a reserve), including the Chair of the Selection Committee and the Chair or Deputy Chair of the Academic Board, must be present.

<p>Voting</p>	<p>For a recommendation of appointment or for a decision not to appoint, a majority decision must be obtained.</p> <p>Where a Selection Committee is unable to reach a decision, a report outlining the views of all Selection Committee members will be forwarded for a decision</p> <ul style="list-style-type: none"> • for Levels A to C, to the Pro-Vice-Chancellor • for Level D, to the Deputy Vice-Chancellor • for Level E, to the Senate Chair Appointments Committee. <ul style="list-style-type: none"> • For Levels A to C, the Pro-Vice-Chancellor will then meet with the Dean and Head • For Levels D to E, the Deputy Vice-Chancellor, will meet with the Dean, Head, Pro-Vice-Chancellor <p>to discuss the future of the position.</p>
<p>Selection Committee Report</p>	<p><u>For Level E appointments</u>, the format of the Selection Committee Report follows Senate guidelines.</p> <p><u>For Levels A to D appointments</u>, the Selection Committee Report must provide information under the following headings.</p> <ol style="list-style-type: none"> 1 Position/classification, Reference Number 2 Dates of meetings and members attending 3 All reports must confirm that the Chair has informed the members of the University's Equal Employment Opportunity policy, and of the need to preserve confidentiality requirements 4 List of selection criteria 5 Information on the following categories of applicants <ol style="list-style-type: none"> 5.1 giving brief justification for the decisions based on the selection criteria; including a record of any dissenting views 5.2 number of internal/external applications and gender <ul style="list-style-type: none"> • those not shortlisted for interview • those shortlisted for interview • those appointable, ranked in order of preference, with a recommendation for the successful applicant. 6 If a continuing appointment with a probation period, a statement on the explicit conditions for confirmation of appointment. 7 If a fixed-term contract longer than one year, a continuing appointment with a probation period, or a continuing appointment without a probation period, the Head must nominate a Supervisor and Professional Development Reviewer. 8 A list of any special conditions or benefits (including allocation of relocation expenses). <p>The Chair should be aware that the reports of the Selection Committee may be released to applicants if requested under the Freedom of Information Act.</p> <p>The Chair of the Selection Committee must ensure that the original applications and referees' / assessors' reports are returned to the Personnel Services Team at the completion of the selection process.</p> <p>All Selection Committee reports will be filed and stored on the appropriate departmental academic appointment file or position file, and kept for a period determined appropriate by the University's Central Records Unit.</p>



THE UNIVERSITY OF SYDNEY
POLICY DOCUMENT ON ACADEMIC APPOINTMENTS: RELATED ISSUES

For the definitions of terms used in this policy document refer to the Delegations of Authority. As appropriate for the local nomenclature and reporting lines, when this document refers to Department read also School or Unit; to Head read Head of Department, School or Unit.

Overview	This policy document contains policies which are related directly to the academic appointment process.
1 Late Applications	APPLICATIONS Applications for advertised positions should be accepted up to the point that a shortlist (for either referees' reports or interviews) has been determined. Beyond that point, applications in response to an advertisement should be returned with the advice that they were, "received too late for consideration because the selection process has already commenced". This policy does not apply to applications from people who have been invited to make an application.
2 Number of Referees (*) Referees on Selection Committees Confidentiality Disposal	REFEREES' REPORTS (AND ASSESSORS' REPORTS, FOR LEVEL E) Applications should include the names (addresses, email and facsimile numbers) of no more than <ul style="list-style-type: none"> • three referees for Levels A to D, one of whom can specifically comment on teaching (where appropriate) • five referees for Level E Where a nominated referee is a member of the Selection Committee, applicants will be asked to nominate an alternate referee. The contents of referees'/assessors' reports must remain confidential to members of the Selection Committee. All referees'/assessors' reports for unsuccessful applicants should be disposed of at the time that applicants are informed that they are unsuccessful.
3	MAKING A RECOMMENDATION FOR A LEVEL A APPOINTMENT OF A NON-AUSTRALIAN CITIZEN OR RESIDENT In making a recommendation for an academic level A appointment, the Selection Committee should be aware that to meet labour market requirements within the regulatory criteria for an approved appointment, an employer must show that they have been unable to find an Australian citizen or resident who is suitable for the appointment. Contact Personnel Services Team for advice.
4	TAKING UP APPOINTMENT An appointee must normally take up duty within six months of the offer being made, or in special circumstances, as approved by the Pro-Vice-Chancellor on the recommendation of the Head of Department.
(*)	Applicants will be notified of this in "General Guidelines for Applicants for Academic Appointments"

AGENDA ITEM 14. General Business

14.1 Membership of the Academic Board

14.1.1 1999 membership of the Board

A list of the current members of the Board is attached for members' information.
(pages 35-37)

14.1.2 Casual vacancies in Board membership

The following casual vacancies exist in Board membership:

1. One academic staff member elected from the academic staff members of each Faculty

Faculty of Dentistry	1 January 1999 to 31 December 2000
Faculty of Economics	1 January 1999 to 31 December 2000
Faculty of Engineering	1 January 1999 to 31 December 1999

In accordance with the Academic Governance Rules relating to the Board (Section 43.(4)), the Board may fill these vacancies by appointing persons from the relevant Faculties who are eligible to be elected to that category of members to the Academic Forum, after first consulting with the relevant Dean.

Nomination for appointment to a casual vacancy

The Acting Dean of the Faculty of Economics has nominated Professor Patricia Springborg for membership of the Board under Section 43.(4). The Board is asked to appoint Professor Springborg to membership of the Board, as recommended, to hold office from 10 February 1999 to 31 December 2000.

2. Five persons who are heads of departments

One casual vacancy exists for membership by a head of department, to hold office from 1 January 1999 to 31 December 1999, and two casual vacancies exist for membership by heads of department, to hold office from 1 January 1999 to 31 December 2000. In accordance with the gender balance requirement of the Academic Governance Rules relating to the Board, at least two of the members who may be appointed to fill the vacancies must be women.

In accordance with the Academic Governance Rules relating to the Board (Section 43.(2)), the Board may fill these vacancies by:

- (a) appointing an eligible member from the Academic Forum; or
- (b) if there is no eligible member from the Academic Forum, a person who is eligible to be elected to that category of members to the Academic Forum.

Nomination for appointment to casual vacancies

The Chair nominates the following persons for membership of the Board under Section 43.(2):

Professor Sue Armitage	(Nursing Practice)
Professor John Carter	(Civil Engineering)

The Board is asked to appoint the persons recommended, to hold office for the periods indicated:

Professor Sue Armitage	10 February 1999 to 31 December 2000
Professor John Carter	10 February 1999 to 31 December 1999

Members are requested to advise the Chair of any expressions of interest in filling the remaining vacancy for membership of the Board by a head of department who must be a woman.

3. Five persons who are non-professorial members of the academic staff

One casual vacancy exists for membership by a non-professorial member of the academic staff, to hold office from 1 January 1999 to 31 December 1999. In accordance with the gender balance requirement of the Academic Governance Rules relating to the Board, the member who may be appointed to fill the vacancy must be a woman.

In accordance with the Academic Governance Rules relating to the Board (Section 43.(2)), the Board may fill this vacancy by:

- (a) appointing an eligible member from the Academic Forum; or
- (b) if there is no eligible member from the Academic Forum, a person who is eligible to be elected to that category of members to the Academic Forum.

Nomination for appointment to a casual vacancy

The Chair nominates Miss C Price (Faculty of Dentistry) for membership of the Board under Section 43.(2). The Board is asked to appoint Miss Price to membership of the Board, as recommended, to hold office from 10 February 1999 to 31 December 1999.

14.2 Academic Governance Rules relating to the Academic Board

Enclosed for information is a copy of the Academic Governance Rules relating to the Academic Board that incorporates all changes approved by Senate up to and including 2 November 1998.

(separate buff enclosure)

14.3 Membership of the Language and International Committee

The Chair of the Academic Board reports that the new Language and International Committee has been established with the following members:

- (a) Professor Ros Pesman (Chair)
- (b) the Deputy Vice-Chancellor (International and Development) - Professor Judith Kinnear
- (c) the Chair of the Teaching and Learning Committee - Professor Judyth Sachs
- (d) the Director of the Language Centre - Associate Professor Richard Baldauf
- (e) the Director of the Institute of Languages - Associate Professor Ann Reynolds (Acting Director)
- (f) the Managing Director (International) - Mr Peter Dodd
- (g) two academic staff members from each College nominated by the Chair of the Academic Board after consultation with the relevant Pro-vice-Chancellor (College) -

Health Sciences

Dr Ian Spence

Dr Rosemary Cant

Humanities and Social Sciences

Professor Hugh Clarke

Associate Professor Phillip Jones

Sciences and Technology

Professor Lester Burgess

Professor Ross McPhedran

- (h) the Presidents of
 - (i) the SRC - Mr Luke Whittington
 - (ii) SUPRA - Mr David Trudinger

14.4 Report of the Promotions Committee for Professor

Set out below is an extract from the report of the Promotions Committee for Professor. The promotions were approved by the Senate Chair Appointments Committee at its meeting on 7 December 1998.

In 1998 twenty one (21) applications were received.

The Faculty Promotion Committees (FPC), appointed by the Academic Board, initially considered all applications and recommended assessors with standing in the field. Comments were requested from these assessors and considered by the FPCs in conjunction with the application papers and the reports of the referees nominated by the applicants. Each applicant attended an interview with the relevant FPC. The reports and recommendations, in ranked order, of the FPC were then referred for the consideration of the Central Promotions Committee (CPC) appointed by the Academic Board.

The Committee to consider the applications met on Friday 20 November 1998, and comprised Professor Gavin Brown (Chair), Professor Derek Anderson, Professor Ros Pesman, Professor Don Napper, Professor Kevin Lee, Professor Paul Seale, Professor Robert King, Professor Jocalyn Lawler, Professor Judyth Sachs and Professor David Hill.

Following consideration of each application and of the recommendations of the relevant FPC, the CPC met with the Dean (or nominee) of the relevant Faculty to discuss each case in which the Faculty recommendation was not supported by the Committee. Members of the CPC then voted for or against appointment of the candidates under consideration. At least eight of the ten members of the CPC voted in favour of each candidate recommended below for promotion to Professor. All successful applicants were strongly supported by their referees and assessors.

In accordance with the Resolutions of the Senate dated 5 November 1990, the Committee recommends to the Chair Appointments Committee that the following eight (8) promotions to Professor and one (1) to Senior Principal Research Fellow be made effective from 1 January 1999.

To Professor

Dr Stephen Gaukroger	School of Traditional and Modern Philosophy
Professor Terry Smith	Department of Art History and Theory
Associate Professor Branka Vucetic	Department of Electrical Engineering
Associate Professor Kenny Kwok	Department of Civil Engineering
Associate Professor Margaret Allars	Department of Law
Associate Professor Lindsay Gething	Nursing Research Centre for Adaptation in Health and Illness
Dr Brian Morris	Department of Physiology
Associate Professor Maxwell Crossley	School of Chemistry

To Senior Principal Research Fellow

Dr Roger Reddel	Children's Medical Research Institute
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Details of those recommended for promotion are set out below:

Dr Stephen Gaukroger:	BA (Hons) London 1974, MA 1977, PhD Cambridge 1977
Areas of Research Interest:	History of Philosophy, History of Science
A Reader in the School of Philosophy since 1 July 1989.	

Professor Terry Smith: BA *Melbourne* 1966, MA 1976, PhD *Sydney* 1986
Areas of Research Interest: Contemporary Art, Australian art history, Aboriginal art, design history, European and American art since 1900, critical theory, globalisation, visual culture studies

Power Professor of Contemporary Art in the Department of Fine Arts since 1 January 1994.

Associate Professor Branka Vucetic: BE/Sc 1972, MSc 1978, PhD *Belgrade* 1982
Areas of Research Interest: Telecommunications, Error control coding

An Associate Professor in the Department of Electrical and Information Engineering since 1 July 1992.

Associate Professor Kenny Kwok: BE (Hons) 1973, PhD *Monash* 1978

Areas of Research Interest: Wind engineering, structural dynamics, vibration control, environmental fluid mechanics

An Associate Professor in the Department of Civil Engineering since 8 March 1991.

Associate Professor Margaret Allars: BA (Hons) 1976, LLB (Hons) *Sydney* 1978, DPhil *Oxford* 1985

Areas of Research Interest: Administrative Law, Legal Theory, Health Law, Constitutional Law

An Associate Professor in the Department of Law since 12 February 1993.

Associate Professor Lindsay Gething: BA *UNSW* 1970, PhD *Melbourne* 1979

Areas of Research Interest: Health services research and psychosocial aspects of disability and ageing, community attitudes towards people with disabilities and older people

An Associate Professor in the Department of Behavioural and Social Sciences in Nursing since 1 January 1990.

Dr Brian Morris: BSc (Hons) *Adelaide* 1972, PhD *Monash/Melbourne* 1975, DSc *Sydney* 1993

Areas of Research Interest: Molecular hypertension, cardiovascular disease, molecular biology, molecular genetics

A Reader in the Department of Physiology since 1 July 1988.

Dr Roger Reddel: BSc (Hons) 1974, MBBS (Hons) 1977, PhD *Sydney* 1985

Areas of Research Interest: Molecular genetics

A Principal Research Fellow in the Children's Medical Research Institute since 1 June 1995.

Associate Professor Maxwell Crossley: BSc (Hons) 1971, PhD *Melbourne* 1976

Areas of Research Interest: Organic chemistry - porphyrins and related compounds, supramolecular chemistry and organic new materials, synthesis using dehydroamino acids

An Associate Professor in the School of Chemistry since 1 January 1992.

The following statistical information is provided for the information of the committee:

	Applications Received			Recommendations Made		
	Male	Female	Total	Male	Female	Total
Arts	2	2	4	2	-	2
Economics	2	-	2	-	-	-
Engineering	2	1	3	1	1	2
Law	2	1	3	-	1	1
Medicine	4	-	4	2	-	2
Nursing	-	1	1	-	1	1
Science	4	-	4	1	-	1
Totals	16	5	<u>21</u>	6	3	<u>9</u>

14.5 Notice of motion

Mr David Trudinger has given notice that he will move as follows:

Motion 1.

That, in respect of the Unison Borrowing Agreement (UBA) and the proposed new usage fees, the Board request from the University Librarian advice as to the following matters:

- i) For what reasons were the reciprocal borrowing arrangement models as utilised in other States in Australia rejected, particularly where those models do not involve a usage fee for postgraduate students?
- ii) With particular reference to the 1500 – 2000 postgraduates who register for reciprocal borrowing each year, what client surveying has been conducted into the frequency and significance of reciprocal borrowing, its spread amongst particular categories of students (for example the distance education coursework students in the Faculty of Health Sciences) and the impact particular levels of usage fees will have?
- iii) If a usage fee is introduced for postgraduate students, what advice has been received in respect of the Ancillary Fees Guidelines, particularly where reciprocal borrowing is essential for the completion of a degree?
- iv) The UBA Discussion Paper cites “the importance of students being charged a fee at the time of registration to deter them from registering...without any real intention of using that library”. Were postgraduate students required to pay a usage fee, would this deterrence fee act as a deterrent to postgraduates who genuinely seek to use reciprocal borrow rights as one mechanism to ensure access to necessary material for national and international standard research?
- v) The UBA Discussion Paper indicates consideration of charging members of staff for reciprocal borrowing. For what reasons were staff exempted from the usage charge and is it likely that staff will be required to pay a usage fee in the near future?
- vi) As Fisher Library is currently a net lender to other institutions and their students, will Fisher be making a net gain from the UBA? In what ways will the Library use the gain from the UBA?

Motion 2.

That postgraduate students be exempted from payment of the reciprocal borrowing usage fee in 1999.

Motion 3.

That, in respect of the Unison Borrowing Agreement, there be a review of the management, cost and usage of reciprocal borrowing at the University of Sydney. The terms and membership of this review shall be developed by the Academic Board’s Library Committee and shall report to that Committee by December 1999.

The University Librarian has provided the following comments on the motions proposed by Mr Trudinger. (Note: Mr Shipp’s comments are in italicised text.)

In 1998, a review of NSW university reciprocal borrowing practices was undertaken. The review was conducted by UNISON, a standing committee of the NSW Vice-Chancellors’ Conference. Membership of UNISON comprises a representative from each university (usually the university librarian) and is chaired by a vice-chancellor.

The review recommended that a single scheme replace the various reciprocal borrowing arrangements which had developed over many years. The majority of these arrangements were established at a time when universities were able to meet most of the library requirements of their students and there was a lesser need to use other collections.

The arrangements were based on a cooperative model which required larger universities to take responsibility for costs based on their perceived ability to pay rather than their actual use of the facility. As the provision of reciprocal borrowing is not without cost to the

host libraries, there has been a growing demand for just recompense by those libraries which are net lenders.

The scheme involves a \$40 fee for each reciprocal borrower registered with each host library.

The University of Sydney Library Committee met on 23 November 1998 and resolved

LC 4/98 : That the Library Committee endorse the participation of the University in the UNISON Borrowing Agreement.

LC 5/98 : That the Library pay the access fee (\$25) incurred by students of the University of Sydney.

LC 6/98 : That the usage fee (\$15) be payable by individual students or on their behalf by an academic unit.

LC 7/98 : That the Library Committee review annually the operation of the scheme including the application of fees.

Motion 1.

That, in respect of the Unison Borrowing Agreement (UBA) and the proposed new usage fees, the Board request from the University Librarian advice as to the following matters:

- i) For what reasons were the reciprocal borrowing arrangement models as utilised in other states in Australia rejected, particularly where those models do not involve a usage fee for postgraduate students?

The various arrangements in other states were investigated and considered inappropriate to an environment which is experiencing financial constraints, increasingly competitive, and in which distance education and flexible delivery are becoming more prevalent.

The new arrangements are based on an undergraduate reciprocal borrowing scheme which has been operating for some years in the Sydney metropolitan area. This scheme has worked well and with the current changes may provide the basis for a national reciprocal borrowing scheme.

- ii) With particular reference to the 1500 - 2000 postgraduates who register for reciprocal borrowing each year, what client surveying has been conducted into the frequency and significance of reciprocal borrowing, its spread amongst particular categories of students (for example the distance education coursework students in the Faculty of Health Sciences) and the impact particular levels of usage fees will have?

No surveying has been undertaken of postgraduate usage and none is contemplated at this stage. Client surveys are expensive to undertake and are generally done when there are problems with the service or when changes are required to effect improvements or to reduce operating costs. The reciprocal borrowing arrangements are an 'add-on' service aimed at providing students with access to collections which are relevant to their needs or are convenient to access. It is not a replacement for services provided by the enrolling institution.

- iii) If a usage fee is introduced for postgraduate students, what advice has been received in respect of the Ancillary Fees Guidelines, particularly where reciprocal borrowing is essential for the completion of a degree?

The reciprocal borrowing arrangements are not affected by the Ancillary Fees Guidelines as use of the scheme is not compulsory. Students may still use the collections of other libraries without registering as a reciprocal borrower.

- iv) The UBA Discussion Paper cites "the importance of students being charged a fee at the time of registration to deter them from registering without any real intention of using that library". Were postgraduate students required to pay a usage fee, would this deterrence fee act as a deterrent to postgraduates who genuinely seek to use

reciprocal borrow rights as one mechanism to ensure access to necessary material for national and international standard research?

The discussion paper was written by a working party and reflected the amalgam of opinions expected from so diverse a group. The reason to charge a fee at the time of registration is not to act as a deterrent. It is considered to be the only practical time to do so. By collecting the charge at the home library, borrowers can be validated and authorised more easily than if the transaction is done at a host library.

- v) **The UBA Discussion Paper indicates consideration of charging members of staff for reciprocal borrowing. For what reasons were staff exempted from the usage charge and is it likely that staff will be required to pay a usage fee in the near future?**

The inclusion of academic staff in the charging regime was at the request of some universities which argued that all borrowers should be treated the same on equity grounds. The levying of charges for academic staff was not implemented as academic staff generally constitute a very small proportion of reciprocal borrowers.

- vi) **As Fisher Library is currently a net lender to other institutions and their students, will Fisher be making a net gain from the UBA? In what ways will the Library use the gain from the UBA?**

After payments to other libraries, fees are distributed in the following order of priority

- 1. Debts to other libraries are covered.*
- 2. Costs of issuing cards are covered.*
- 3. Remaining funds are distributed to our various libraries in direct proportion to their reciprocal borrowing activity. The funds are usually expended on staff salaries to maintain loan related activity.*

Motion 2.

That postgraduate students be exempted from payment of the reciprocal borrowing usage fee in 1999.

The Library is already subsidising each reciprocal borrower at the rate of \$25. Similar arguments can be mounted by undergraduate students for exemption from the usage fee. If the Library were to pay the full \$40 for each student, there would be implications for other services. Costs in excess of income received from reciprocal borrowers from other libraries would have to be met from funds available for the purchase of information resources.

Motion 3.

That, in respect of the Unison Borrowing Agreement, there be a review of the management, cost and usage of reciprocal borrowing at the University of Sydney. The terms and membership of this review shall be developed by the Academic Board's Library Committee and shall report to that Committee by December 1999.

The Library Committee of Academic Board has resolved already to conduct an annual review of the operation of the scheme.



The University of Sydney

Membership of the Academic Board as at 1 February 1999

- (a) **the Chair**
Professor R Pesman (to 31.12.00)
- (b) **five Deputy Chairs**
Associate Professor R Atherton (to 31.12.00)
Professor D J H Cockayne (to 31.12.00)
Professor J Lawler (to 31.12.00)
Professor J Sachs (to 31.12.00)
Professor G P Steven (to 31.12.00)
- (c) **one academic staff member from the academic staff members of each Faculty**
- | | | | |
|---------------------------------|--------------------------------------|--|---------------|
| Agriculture | | | |
| Dr D P Godden | Agricultural Economics | | (to 31.12.99) |
| Architecture | | | |
| Dr P Phibbs | Architecture, Planning & Allied Arts | | (to 31.12.00) |
| Arts | | | |
| Associate Professor A Reynolds | Italian | | (to 31.12.99) |
| Dentistry | | | |
| Vacancy | | | (to 31.12.00) |
| Economics | | | |
| Vacancy | | | (to 31.12.00) |
| Education | | | |
| Associate Professor P Jones | Social, Policy & Curriculum Studies | | (to 31.12.00) |
| Engineering | | | |
| Vacancy | | | (to 31.12.99) |
| Health Sciences | | | |
| Ms E Henley | Physiotherapy | | (to 31.12.00) |
| Law | | | |
| Associate Professor M Findlay | Law | | (to 31.12.99) |
| Medicine | | | |
| Professor D Nutbeam | Public Health & Community Medicine | | (to 31.12.99) |
| Nursing | | | |
| Ms P Reynolds | Family & Community Health in Nursing | | (to 31.12.00) |
| Science | | | |
| Associate Professor D Dragovich | Geography | | (to 31.12.99) |
| Veterinary Science | | | |
| Associate Professor G M Stone | Animal Science | | (to 31.12.00) |
| Graduate School of Business | | | |
| Professor C Adam | | | (to 31.12.00) |

<p>Sydney College of the Arts Mr W T Arthur</p>	<p>Sculpture Performance & Installation Studio</p>	<p>(to 31.12.00)</p>
<p>Sydney Conservatorium of Music Dr P McCallum</p>		<p>(to 31.12.99)</p>
<p>Orange Agricultural College Mr R Wilson</p>	<p>Head of Undergraduate Studies, OAC</p>	<p>(to 31.12.99)</p>
(d) the Deans		
<p>Agriculture</p>	<p>Professor L W Burgess</p>	
<p>Architecture</p>	<p>Professor G Moore</p>	
<p>Arts</p>	<p>Professor B Cass, AO</p>	
<p>Dentistry</p>	<p>Professor K Lester</p>	
<p>Economics</p>	<p>Professor T Walter</p>	
<p>Education</p>	<p>Professor G Sherington</p>	
<p>Engineering</p>	<p>Professor J Raper</p>	
<p>Health Sciences</p>	<p>Professor H Kendig</p>	
<p>Law</p>	<p>Professor J Webber</p>	
<p>Medicine</p>	<p>Professor S R Leeder</p>	
<p>Nursing</p>	<p>Professor R L Russell</p>	
<p>Science</p>	<p>Professor R G Hewitt</p>	
<p>Veterinary Science</p>	<p>Professor R Rose</p>	<p>(Acting)</p>
<p>Orange Agricultural College</p>	<p>Professor J Chudleigh</p>	
<p>Graduate School of Business</p>	<p>Professor C Adam</p>	<p>(Acting)</p>
<p>Sydney College of the Arts</p>	<p>Professor R Dunn</p>	
<p>Sydney Conservatorium of Music</p>	<p>Professor S Pretty</p>	
(e) five persons who are professors		
<p>Professor L Field</p>		<p>(to 31.12.99)</p>
<p>Professor M Harris</p>		<p>(to 31.12.00)</p>
<p>Professor K Lee</p>		<p>(to 31.12.00)</p>
<p>Professor R McPhedran</p>		<p>(to 31.12.00)</p>
<p>Professor V Spate</p>		<p>(to 31.12.99)</p>
(f) five persons who are Heads of departments or schools		
<p>Associate Professor D Davey</p>		<p>(to 31.12.99)</p>
<p>Associate Professor M Painter</p>		<p>(to 31.12.00)</p>
<p>Vacancy</p>		<p>(to 31.12.99)</p>
<p>Vacancy</p>		<p>(to 31.12.00)</p>
<p>Vacancy</p>		<p>(to 31.12.00)</p>
(g) five persons who are non-professorial members of the academic staff		
<p>Dr A Brew</p>		<p>(to 31.12.00)</p>
<p>Associate Professor C J Durrant</p>		<p>(to 31.12.00)</p>
<p>Dr A Fekete</p>		<p>(to 31.12.00)</p>
<p>Associate Professor A F Masters</p>		<p>(to 31.12.99)</p>
<p>Vacancy</p>		<p>(to 31.12.99)</p>
(h) the President of the Sydney University Postgraduate Representative Association		
<p>Mr D Trudinger</p>		
(i) the President of the Students' Representative Council		
<p>Mr L Whittington</p>		

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- (j) **one person elected by and from those persons already elected to hold office as postgraduate student members of Faculties from 1 January in the year following election to the relevant Faculty**
Mr A S Mathur (to 31.12.99)
- (k) **one person elected by and from those persons already elected to hold office as undergraduate student members of Faculties from 1 January in the year following election to the relevant Faculty**
Ms G L Warnken (to 31.12.99)
- (l) **the Vice-Chancellor**
Professor G Brown
- (m) **the Deputy Vice-Chancellors**
Professor K Eltis
Professor J Kinnear
- (n) **the Chair of the Academic Forum**
Professor A Sefton
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Observers

The following persons have a right to speak, but no right to vote, at Board meetings:

- (a) **the Pro-Vice-Chancellors**
Professor L M Koder, AM
Professor D Napper
Professor D Siddle
Professor D Weisbrot
Professor J A Young, AO
- (b) **the Assistant Vice-Chancellor** -
- (c) **the Deputy Principals**
Ms L Phelan Deputy Principal (External Relations)
Mr P Slater Deputy Principal (Financial Services)
- (d) **the University Librarian**
Mr J Shipp
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Secretary

The Registrar, or the Registrar's nominee, is to act as secretary of the Academic Board:
Dr W Adams