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## Academic Board Minutes

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### Minutes of the meeting of the Academic Board held at 2 pm on Wednesday 16 June 1999 in the Professorial Board Room

- There were present: the Chair (Professor L E Cram) presiding, the Deputy Chairs (Associate Professor R Atherton and Professors D J H Cockayne, J Sachs and G P Steven), Mr W T Arthur, Dr A E Brew, Professors L W Burgess, J Carter and B Cass, Dr D Cockrell, Associate Professors D Davey, D Dragovich and C J Durrant, Professor K Eltis, Dr D P Godden, Professor M A Harris, Ms E Henley, Professors B Hesketh, H Kendig, J F Kinnear, S R Leeder, and K Lester, Associate Professor A F Masters, Professors R McPhedran, G T Moore and D Nutbeam, Dr P Phibbs, Miss C Price, Associate Professors E Probyn and A Reynolds, Ms P Reynolds, Professors R Rose, A Sefton and G Sherington, Associate Professor G M Stone, Mr D Trudinger, Professor J Webber, and Messrs L Whittington and R Wilson.
- Present as observers were: Dr W Adams (Secretary of the Academic Board), Professor D Napper, Ms C Sexton and Professors D Siddle and J A Young.
- Present by invitation were: Ms M Baker, Mr D Bowan, Ms N Downey and Dr E Lees.
- In attendance: Miss E R Ring.

#### ☆ 1. Apologies

The Board noted that apologies had been received from: the Vice-Chancellor and Principal (Professor G Brown), Professors C Adam, S Armitage and J Chudleigh, Dr A Fekete, Associate Professors M Findlay and P Jones and Professors J Lawler, K Lee, S E Pretty, P Ramsden, V Spate and P Wolnizer. An apology was also received from Professor K Lee for his absence from the meeting of the Academic Board held on 12 May 1999.

(File 021/0005/00003)

#### 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, 8.1.3, 13.1.2, 13.1.3, 15.2 and 15.3.

##### 2.2 Adoption of unstarred items

###### Resolution 125/99

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

### 3. Minutes of previous meeting

#### Resolution 126/99

That the Academic Board adopt the minutes of the previous meeting held on 12 May 1999 as a true record.

(File 028/0030/00016)

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

#### 4.1 5.2.3 Nomination of members of the Academic Board of the Australian Graduate School of Management

In response to a question from Mr Trudinger, the Chair reported that the AGSM Board had not met as yet and that the issues raised by Mr Trudinger at the last meeting would be addressed when it did (*viz*, consideration of the assessment procedures and methodology at the AGSM and an apparent discrepancy in this area between UNSW and Sydney).

#### Resolution 127/99

That the Academic Board note the Chair's report on issues to be raised at a meeting of the AGSM Board.

(File 042/0001/00836)

### ☆ 5. Report of the Chair

#### 5.1 Report on Senate matters

##### 5.1.1 Report of the Senate meeting held on 7 June 1999

#### Resolution 128/99

That the Academic Board note the report of the Chair of the Academic Board on academic matters considered by Senate at its meeting held on 7 June 1999.

#### 5.2 General report

##### 5.2.1 Delegations of Authority — Academic Functions

The Chair spoke to the document "Delegations of Authority — Academic Functions" and advised the meeting that this document, coupled with the document "Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study", at item 8.1.3 in the Report of the Undergraduate Studies Committee, stood to have a significant effect on the management of undergraduate courses. It was proposed that both documents lie on the table until the next Board meeting in order to give people time to consider them and to forward comments to him or Ms Downey. Further work was being done at present in the development of the delegations in the postgraduate area.

Mr Whiting expressed concern about the proposed delegation of authority for examination result determination from Boards of Examiners to heads of department and, in exceptional cases, to the dean; these proposed changes could have implications for appeals. He would forward written comments on the issues. The Chair reported that such comments would be useful, as a document related to revision of the examination process was also currently being prepared.

Dr Godden referred to the recommendation that the document lie on the table and that Board members be invited to submit comments and suggestions. He suggested that comment should be invited from all staff rather than just Board members; he had already circulated the document to all staff in the Faculty of Agriculture.

The Chair said that he would be grateful if faculty members consulted their colleagues about this and other proposals before the Board.

**Resolution 129/99**

That the document “Delegations of Authority — Academic Functions” lie on the table until the next meeting of the Board, and staff be invited to send comments and suggestions to Ms Natalie Downey.

(File 033/0001/00021)

**5.2.2 Status of working parties of the Board and work in progress**

- (1) Flexible Learning Working Party
- (2) Examinations Working Party
- (3) Higher School Certificate
- (4) Prizes and Scholarships: policies and procedures
- (5) Working Party to review academic governance rules relating to elections

In response to a question from Mr Trudinger about the time-line for the Working Party to review academic governance rules relating to elections and the membership of the Working Party, the Chair reported that it was intended that the Working Party comprise people from faculties experienced in the conduct of elections, a dean, a fellow of Senate, and postgraduate and undergraduate student members. A number of issues to be addressed had already been determined, but it was premature to predict whether or not any changes could be implemented for the elections to be conducted this year.

**Resolution 130/99**

That the Academic Board note the report on the status of working parties of the Board and work in progress.

**5.2.3 Amendment of Academic Governance Rules: Alternative Chair of the Board**

**Resolution 131/99**

That the Academic Board recommend an amendment to the Academic Governance Rules relating to the Academic Board to provide that, in the event that the Alternative Chair is not available during a period when the Chair is also not available, the Chair appoint one of the Deputy Chairs of the Board as Alternative Chair during that period, and notify the Board accordingly.

(Files 021/0002/00001, 047/0007/00001)

**5.2.4 Common result grades**

**Resolution 132/99**

That the Academic Board approve the minor amendments in the table of Common result grades, as set out in the report.

(File 004/0006/00057)

(File 028/0006/00008)

☆ **6. Report of the Vice-Chancellor and Principal**

The Chair reported that the Vice-Chancellor had been unable to attend this meeting of the Board and that, while neither of the Deputy Vice-Chancellors had any particular matters upon which to report, Professor Eltis would be pleased to respond to any issues that members wished to raise in respect of the Vice-Chancellor's written report.

## **6.1 Report on Senate matters**

### **6.1.1 Report of the Senate meeting held on 7 June 1999**

Mr Trudinger referred to item (5) in the report, *viz*, that Senate had endorsed in principle the continuation of the Summer School, and asked about a number of issues associated with the review and the future management of the Summer School.

Professor Eltis reported that Senate had endorsed the continuation of the Summer School in principle so that arrangements could be put into place for 1999/2000. A number of organisational issues would be addressed, and it was intended that wide-spread consultations take place on how the operation of the Summer School might be enhanced for the future. The Academic Board would be consulted as part of this process.

Dr Godden referred to concerns that he had previously raised with Professor Weisbrot that had not been addressed in the report presented to Senate. Professor Eltis undertook to ensure that Dr Godden's concerns were referred to Professor Pesman and were addressed.

In response to a question from Mr Trudinger about whether or not scholarship holders would receive supplementation with the introduction of the GST, Professor Eltis said that the Budget Advisory Committee was preparing guidelines on the 2000 budget and that one of the issues being addressed was the GST and its implications for the University. He took Mr Trudinger's question on notice.

#### **Resolution 133/99**

That the Academic Board note the report of the Vice-Chancellor and Principal on matters considered by Senate at its meeting held on 7 June 1999.

(Files 002/0020/00167, 105/0019/00003)

## **6.2 General report**

### **6.2.1 Submission for the establishment of a Faculty of Pharmacy**

At Professor Eltis' suggestion, Professor Young spoke to the proposal for the establishment of a Faculty of Pharmacy.

During the ensuing discussion, members raised a number of procedural and administrative issues that needed to be addressed, such as making provision in Senate Resolutions for the appointment of an Acting Dean of Pharmacy and the determination of which faculty would print course information about the Bachelor of Pharmacy degree in the 2000 handbooks. The Chair commented that if the proposal were adopted, a number of transition and savings provisions might need to be made to the resolutions.

Professor Young suggested that handbooks be produced to reflect the current status quo, but that they be footnoted to indicate the proposal under consideration. If the proposal was approved, the Faculty of Pharmacy would assume responsibility for the production of its own handbooks in 2001, but until then its undergraduate course information should continue to be printed by the Faculty of Science in its handbook. The administration of postgraduate courses in Pharmacy was already being undertaken by the Faculty of Medicine, and information about these programs appears in the Medicine handbook. If a Faculty of Pharmacy were not established by Senate, Professor Young expressed the view that the administration of the undergraduate course in pharmacy should remain with the Faculty of Science. He was appreciative of the assistance given by Professor Napper and the Faculty of Science in managing this course in the transition period, and he acknowledged that a greater financial contribution would be required if the Faculty

of Science were asked to continue its management beyond 2000. He was optimistic, however, that if the Board supported the proposal, so too would Senate. If the proposal were accepted in principle, the Board might authorise its Chair to approve urgent, short-term amendments to resolutions on its behalf.

The Chair observed that the creation of the new faculty would entail a large amount of work for the Board and that a detailed time-table for this would be desirable.

**Resolution 134/99**

- (i) That the Academic Board note the Vice-Chancellor's report on the submission to establish the Department of Pharmacy as a faculty.
- (ii) That the Board endorse the Vice-Chancellor's recommendation that the submission be transmitted to Senate for further discussion.

(File 036/0004/00004)

(File 021/0006/00007)

## 7. Reports of Faculties and Boards

### 7.1 Faculty of Medicine

#### 7.1.1 Receipt of report

**Resolution 135/99**

That the Academic Board receive and note the report of the Faculty of Medicine meeting held on 22 April 1999.

#### 7.1.2 Amendment of the Resolutions of the Senate: Constitution of the Faculty of Medicine

**Resolution 136/99**

That the Academic Board recommend that Senate approve the amendment of the Resolutions of the Senate relating to the Constitution of the Faculty of Medicine to make provision for Faculty membership by:

- (1) persons holding Adjunct Senior Lecturer, Adjunct Lecturer and Adjunct Associate Lecturer titles; and
- (2) persons upon whom the University has conferred Honorary degrees in the Faculty of Medicine

with immediate effect, as set out in the report presented.

(File 036/0006/00170)

### 7.2 Orange Agricultural College

#### 7.2.1 Receipt of report

**Resolution 137/99**

That the Academic Board receive and note the report of the College Principal of the Orange Agricultural College.

#### 7.2.2 Semester and Vacation dates — 2000

**Resolution 138/99**

That the Academic Board approve the semester and vacation dates for Orange Agricultural College for the year 2000, as set out in the report presented.

(File 023/0017/00004)

## **8. Report of the Undergraduate Studies Committee**

### **8.1 Report of the meeting held on 18 May 1999**

#### **8.1.1 Receipt of report**

##### **Resolution 139/99**

That the Academic Board receive and note the report of the Undergraduate Studies Committee meeting held on 18 May 1999.

#### **8.1.2 Honours courses and grading**

##### **Resolution 140/99**

Noting that a further recommendation in respect of the Bachelor of Laws will follow, that the Academic Board endorse the report on honours courses and grading and adopt the recommendations therein, with effect from 1 January 2000, as listed below:

- (i) that all honours degrees shall have an identifiable discipline-specific individual research, scholarly or creative component;
- (ii) that faculties publish annually a clear statement describing the honours component in degrees in which the award of honours is made;
- (iii) that faculties which offer honours degrees requiring an additional year of study (the 'honours' year) publish annually the criteria for admission and selection into honours courses;
- (iv) that faculties publish annually a clear statement explaining what is to be achieved by students to graduate with honours;
- (v) that faculties publish annually a transparent statement in plain English describing the means by which the final grade of honours is determined and the formulae that are applied; and
- (vi) that junior level or level 1000 units of study should not count for more than 20% in calculations to determine the final grade of honours.

(File 002/0020/00174)



#### **8.1.3 Review of Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study**

In response to a question from Associate Professor Masters, the Chair reported that he expected that Senate, Board and Faculty Resolutions would be amended by June 2000, to take effect from 1 January 2001.

Mr Whittington suggested that an additional section on "Transitional arrangements" be added to the Senate Rules to provide that current candidates would not be disadvantaged in any way. He would make a more detailed submission on this issue.

The Chair thanked Mr Whittington for raising this important issue and advised that provision for this principle was the norm and would be addressed.

##### **Resolution 141/99**

That the document "Resolutions of the Senate, Academic Board and Faculties in respect of degrees/approval mechanisms for new or amended courses of study" lie on the table until the next meeting of the Board, and staff be invited to send comments and suggestions to Ms Natalie Downey.

(File 028/0002/00302)

#### **8.1.4 Common result grades**

##### **Resolution 142/99**

That the Academic Board approve an amendment to the common result grades table to provide for the grade of PCON (Concessional

Pass) to continue to be available for use by faculties, as set out in the report presented, and as amended in the report of the Chair at item 5.2.4.

(File 004/0006/00057)

#### **8.1.5 Alternative Chair**

##### **Resolution 143/99**

That the Academic Board approve Dr Edith Lees as Alternative Chair for the Undergraduate Studies Committee for 1999.

(File 028/0002/00289)

#### **8.1.6 Approval in principle — new courses/major changes to existing courses**

##### **Faculty of Engineering**

##### **8.1.6.1 Bachelor of Engineering/Bachelor of Laws**

###### **Resolution 144/99**

That the Academic Board recommend that Senate approve in principle the proposal of the Faculty of Engineering for major changes to the courses Bachelor of Engineering and Bachelor of Laws and for the introduction of the new combined course Bachelor of Engineering/Bachelor of Laws, from 2000, as set out in the report presented.

(File 003/0018/00009)

#### **8.1.7 Amendment of the Resolutions of the Senate**

##### **Faculty of Arts**

##### **8.1.7.1 Bachelor of Arts Informatics**

###### **Resolution 145/99**

That the Academic Board recommend that Senate:

- (a) approve the proposal of the Faculty of Arts for the introduction in 2000 of the new course, Bachelor of Arts Informatics; and
- (b) approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2000, as set out in the report presented.

(File 003/0015/00033)

##### **8.1.7.2 Bachelor of Social Sciences**

###### **Resolution 146/99**

That the Academic Board recommend that Senate:

- (a) approve the proposal of the Faculty of Arts for the introduction in 2000 of the new course, Bachelor of Social Sciences; and
- (b) approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2000, as set out in the report presented.

(File 003/0015/00030)

##### **8.1.7.3 Bachelor of Arts (Media and Communication)**

###### **Resolution 147/99**

That the Academic Board recommend that Senate:

- (a) approve the proposal of the Faculty of Arts for the introduction in 2000 of the new course, Bachelor of Arts (Media and Communication); and
- (b) approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2000, as set out in the report presented.

(File 003/0015/00029)

#### **8.1.7.4 Bachelor of Arts (Languages)**

##### **Resolution 148/99**

That the Academic Board recommend that Senate:

- (a) approve the proposal of the Faculty of Arts for the introduction in 2000 of the new course, Bachelor of Arts (Languages); and
- (b) approve the amendment of the Resolutions of the Senate relating to the above course, with effect from 1 January 2000, as set out in the report presented.

(File 003/0015/00028)

#### **8.1.8 Proceedings of the Committee**

##### **Resolution 149/99**

That the Academic Board note the proceedings of the Undergraduate Studies Committee meeting held on 18 May 1999 relating to the following matters:

- 8.1 Minor changes to Resolutions of the Senate relating to courses and units of study since the previous meeting
- 8.2 Equity Advisory Committee



#### **8.2 Report of the Chair**

Dr Lees reported that the Undergraduate Studies Committee would be considering a number of proposals for new courses at its meeting the following week. If the July Board meeting were cancelled, as recommended at item 15.3, the proposals would not be considered until the August Board meeting (and September Senate meeting) unless the Chair of the Board were to consider them on the Board's behalf. She wished to draw the Board's attention to this timing issue as the Courses and Careers Day would be held late in August, and publicity material would have to be prepared for it.

The Chair thanked Dr Lees for raising the issue and said that it would be considered at item 15.3.

##### **Resolution 150/99**

That the Academic Board note the report of the Alternative Chair of the Undergraduate Studies Committee.

(File 028/0002/00290)

### **9. Report of the Graduate Studies Committee**

#### **9.1 Report of the meeting held on 24 May 1999**

##### **9.1.1 Receipt of report**

###### **Resolution 151/99**

That the Academic Board receive and note the report of the Graduate Studies Committee meeting held on 24 May 1999.

##### **9.1.2 Amendment of the Resolutions of the Senate**

###### **9.1.2.1 Faculty of Economics: Master of Logistics Management, Graduate Diploma in Logistics Management and Graduate Certificate in Logistics Management**

###### **Resolution 152/99**

That the Academic Board recommend that Senate:

- (i) approve the proposal of the Faculty of Economics for the introduction of the new courses, the Master of Logistics Management, the Graduate Diploma in Logistics Management and the Graduate Certificate in Logistics Management, for implementation in July 1999; and

- (ii) approve the amendment of the Resolutions of the Senate relating to the above courses, with effect from July 1999, as set out in the report presented.

(Files 003/0017/00018, 003/0017/00019, 003/0017/00020)

**9.1.2.2 Faculty of Engineering: Master of Project Management, Graduate Diploma in Project Management and Graduate Certificate in Project Management**

**Resolution 153/99**

That the Academic Board recommend that Senate:

- (i) approve the proposal of the Faculty of Engineering for the introduction of the new courses, the Master of Project Management, the Graduate Diploma in Project Management and the Graduate Certificate in Project Management, for implementation in July 1999; and
- (ii) approve the amendment of the Resolutions of the Senate relating to the above courses, with effect from July 1999, as set out in the report presented.

(Files 003/0018/00006, 003/0018/00007, 003/0018/00008)

**9.1.2.3 Faculty of Medicine: Master of International Public Health, Master of International Public Health (Honours), Master of Philosophy in International Public Health and Graduate Diploma in International Public Health**

**Resolution 154/99**

That the Academic Board recommend that Senate:

- (i) approve the proposal of the Faculty of Medicine for the introduction of the new courses, the Master of International Public Health, the Master of International Public Health (Honours), the Master of Philosophy in International Public Health and the Graduate Diploma in International Public Health, for implementation in 2000; and
- (ii) approve the amendment of the Resolutions of the Senate relating to the above courses, with effect from 1 January 2000, as set out in the report presented.

(Files 003/0020/00029, 003/0020/00030, 003/0020/00031, 003/0020/00032)

**9.1.3 Proceedings of the Committee**

**Resolution 155/99**

That the Academic Board note the proceedings of the Graduate Studies Committee meeting held on 24 May 1999 relating to the following matters:

- 3.1 Report of the PhD Award Sub-Committee
- 3.2 Report of the Coursework Sub-Committee
- 3.3 Report of the Postgraduate Awards Sub-Committee
- 3.4 Higher doctorates
  - 3.4.1 Appointment of examiners
  - 3.4.2 Award of Degree
- 3.5 Review of management structures and processes with respect to research higher degree programs
- 3.6 Expansion of the Cotutelle scheme
- 3.7 Report from the meeting of Deans and Directors of Graduate Studies
- 3.8 Postgraduate Studies Handbook
- 3.9 SUPRA submission to the Senate Legislation Committee of Inquiry into the Higher Education Legislation Amendment Bill 1999



## 9.2 Report of the Chair

Professor Steven drew attention to the three proposals for new postgraduate programs in the Committee's report and said that they were to be commended for their entrepreneurial initiative. The proposal for the courses in Project Management was especially interesting as the courses would be internet-based, and it was to be hoped that they would be a success and serve as a model for other postgraduate courses in the University.

### Resolution 156/99

That the Academic Board note the report of the Chair of the Graduate Studies Committee.

(File 028/0002/00291)

## 10. Report of the Teaching and Learning Committee

### 10.1 Report of the meeting held on 6 May 1999

#### 10.1.1 Receipt of report

##### Resolution 157/99

That the Academic Board receive and note the report of the Teaching and Learning Committee meeting held on 6 May 1999.

#### 10.1.2 Proceedings of the Committee

##### Resolution 158/99

That the Academic Board note the proceedings of the Teaching and Learning Committee meeting held on 6 May 1999 relating to the following matters:

- 2.1 Report of the Centre for Teaching and Learning
- 2.2 Flexible learning
- 2.3 Annual Faculty Teaching and Learning Reports
- 2.4 Management of examination procedures
- 2.5 Working party to review the Academic Board's policy on plagiarism
- 2.6 Policies on examinations and assessment



### 10.2 Report of the Chair

The Chair had no further report for the meeting.

(File 028/0025/00029)

## 11. Report of the Research Committee

### 11.1 Report of the meeting held on 2 June 1999

#### 11.1.1 Receipt of report

##### Resolution 159/99

That the Academic Board receive and note the report of the Research Committee meeting held on 2 June 1999.

#### 11.1.2 The University of Sydney's policy on the receipt of funding from the Tobacco Industry

##### Resolution 160/99

Recognising that a revision of the Senate's policy on "Tobacco Company Funding" will be the subject of further consultation before coming to the Board, that the Academic Board note the report on the University of Sydney's policy on the receipt of funding from the Tobacco Industry.

(File 096/0005/00085)

### 11.1.3 Information Technology Management

#### Resolution 161/99

That the Academic Board note the report on Information Technology Management.

### 11.1.4 Proceedings of the Committee

#### Resolution 162/99

That the Academic Board note the proceedings of the Research Committee meeting held on 2 June 1999 relating to the following matters:

- (1) Reports
  - Report by Pro Vice-Chancellor (Research)
  - Report by Director, Research and Scholarships Office
  - Report by Director, Business Liaison Office
  - Report by Director, Research Development



### 11.2 Report of the Chair

Professor Eltis referred to the Committee's report on the University's policy on the receipt of funding from the tobacco industry and said that, as stated in the report, he had concerns about the Committee's recommendation.

Professor Cram reported that the matter was the subject of on-going consultations between Professors Cockayne and Siddle and himself and that a report would be presented to the Board at a later date.

The Chair had no further report for the meeting.

#### Resolution 163/99

That the Academic Board note the report of the Chair of the Research Committee.

(File 028/0002/00173)

## 12. Library Committee

### 12.1 Report of the meeting held on 10 May 1999

#### 12.1.1 Receipt of report

##### Resolution 164/99

That the Academic Board receive and note the report of the Library Committee meeting held on 10 May 1999.

#### 12.1.2 Proceedings of the Committee

##### Resolution 165/99

That the Academic Board note the proceedings of the Library Committee meeting held on 10 May 1999 relating to the following matters:

- 2.01/99 Apologies
- 2.02/99 Minutes of the Previous Meeting
- 2.03/99 Business Arising from the Minutes
- 2.04/99 Chair's Report
- 2.05/99 University Librarian's Report
- 2.06/99 Electronic Access to Journals
- 2.07/99 Flexible Learning
- 2.08/99 1999 Journal Subscription Cancellations
- 2.09/99 Library Restructure Program
- 2.10/99 Strategic Planning
- 2.11/99 Strategic Development Fund Projects
- 2.12/99 Other Business
  - Electronic Theses



**12.2 Report of the Chair**

The Chair had no further report for the meeting.

(File 028/0002/00321)

**13. Academic Staffing Committee**

**13.1 Report of the meeting held on 19 May 1999**

**13.1.1 Receipt of report**

**Resolution 166/99**

That the Academic Board receive and note the report of the Academic Staffing Committee meeting held on 19 May 1999.



**13.1.2 Policy Document: Promotion of Academic Staff to Levels B, C, D and E (Lecturer, Senior Lecturer, Associate Professor, Reader, Professor) and Academic Research-only Staff to Levels B, C, D and E — Promotion Committee Procedures and Guidelines**

Associate Professor Atherton spoke to the report and said that it would be helpful if the Committee received formal feed-back on the “functioning of the CPC” process after the 1999 round of promotions.

Professor Eltis said that it would also be helpful if, before consultation with the deans, there was an indication of the matters the CPC would like to discuss; this would be difficult, but would assist the process.

**Resolution 167/99**

That the Academic Board endorse the amended section “Functioning of the CPC” in the Policy Document: Promotion of Academic Staff to Levels B, C, D and E (Lecturer, Senior Lecturer, Associate Professor, Reader, Professor) and Academic Research-only Staff to Levels B, C, D and E — Promotion Committee Procedures and Guidelines and commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval.

(File 129/0001/00024)



**13.1.3 Policy Document: Criteria for the Award of Clinical Academic Titles — Level E**

It was suggested that, for consistency, the words “for example” be added after the words “Continued leadership in the clinical discipline as exhibited by” in the section on “Clinical Activities” under “Criteria by Level”.

**Resolution 168/99**

That the Academic Board endorse the Policy Document: Criteria for the Award of Clinical Academic Titles — Level E and commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval, subject to the addition of the words “for example” after the words “Continued leadership in the clinical discipline as exhibited by” in the section on “Clinical Activities” under “Criteria by Level”.

(File 028/0002/00042)

**13.1.4 Policy Document: Conferring of all Academic Titles**

**Resolution 169/99**

Noting that other elements of the document are under review, that the Academic Board endorse section 8 (Research Titles) in the Policy Document: Conferring of all Academic Titles and commend it to the Deputy Vice-Chancellor (Planning and Resources) for approval.

(File 028/0002/00042)

**13.1.5 Promotions Process for Staff at Centres**

**Resolution 170/99**

That the Academic Board note the report on the Promotions Process for Staff at Centres.

(File 129/0001/00026)

**13.1.6 Report of the Pro-Vice-Chancellor (Employee Relations)**

**Resolution 171/99**

That the Academic Board note the report of the Pro-Vice-Chancellor (Employee Relations).

**13.1.7 Academic Appointments Report**

**Resolution 172/99**

That the Academic Board note the report on Academic Appointments.



**13.2 Report of the Chair**

Associate Professor Atherton asked that the Academic Staffing Committee be given feedback on the management of the promotions process after the 1999 round.

**Resolution 173/99**

That the Academic Board note the report of the Chair of the Academic Staffing Committee.

(File 028/0024/00372)

**14. Language and International Committee**

**14.1 Receipt of report**

**Resolution 174/99**

That the Academic Board note that the Language and International Committee had not yet met.



**14.2 Report of the Chair**

The Chair reported that discussions about the role of the Committee and how it interacted with other committees were still ongoing.

**Resolution 175/99**

That the Academic Board note the report of the Chair of the Language and International Committee.

(File 028/0002/00328)

**15. General Business**

**15.1 Procedures for the annual appointment of academic staff members to the Student Proctorial Panel**

**Resolution 176/99**

That the Academic Board endorse the procedures for the annual appointment of academic staff members to the Student Proctorial Panel, as set out in the report presented.

(File 028/0025/00041)



**15.2 Academic Board and Academic Forum elections**

Mr Trudinger asked that the forthcoming student elections be advertised and that deans and heads of department encourage students to take on faculty membership and other representative roles.

**Resolution 177/99**

That the Academic Board note the key dates for Academic Board and Academic Forum elections in 1999.

(File 035/0017/00006(2), 035/0017/00007(2), 035/0017/00011)



**15.3 Cancellation of July Board meeting**

Mr Trudinger suggested that the July Board meeting be held in view of the large amount of business at hand. The Chair said that it was traditional to cancel the July Board meeting, if business at hand permitted, as it would fall during a non-teaching period when staff would be involved with other activities. People needed time to consider and comment on the policy documents that were to lie on the table until the next Board meeting, and it was unlikely that the documents would be able to be revised in the light of comments received and then to be presented to a July Board meeting.

The Chair referred to the issue raised earlier by Dr Lees under item 8.2. The Board concurred with the suggestion that an authorisation to act would include approval of new courses which had been recommended by a Board committee.

**Resolution 178/99**

That the Academic Board:

- cancel the meeting of the Board scheduled to be held on 14 July 1999;  
and
- authorise the Chair of the Board to act on its behalf in any urgent matter which may arise following the June Board meeting and which cannot await the August meeting of the Board.

(File 021/0004/00004)

The meeting closed at 3.15 pm.

Signed as a correct record

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Chair

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Date