

UNIVERSITY OF SYDNEY (GOVERNANCE OF FACULTIES AND UNIVERSITY SCHOOLS) RULE 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

Adopted on:	12 December 2016
Amended on:	5 July 2017
Amended on:	14 July 2017 (administrative amendment only)
	24 March 2018
	31 December 2018
Effective from:	1 January 2017
	12 July 2017
	30 April 2018
	1 January 2019

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PART 1 - PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Governance of Faculties and University Schools) Rule 2016.

1.2 Commencement

This Rule commences on 1 January 2017.

1.3 Application

This Rule applies to all faculties, University schools and the Board of Interdisciplinary Studies.

1.4 Statement of intent

- (1) This Rule stipulates the requirements for operational governance within faculties, University schools and the Board of Interdisciplinary Studies.
- (2) This Rule binds:
 - (a) Executive Deans, Deans, Heads of School, Heads of Clinical School, and Head of School and Deans (University schools);
 - (b) Deputy Executive Deans, Deputy Deans, Deputy Head of School and Deputy Deans (University schools), Associate Deans;
 - (c) all members of faculty, school and University school committees, including faculty boards, University school boards, executive committees, leadership groups, sub-committees, working parties and advisory committees; and
 - (d) all members of the Board of Interdisciplinary Studies.

1.5 Interpretation

- (1) In this Rule:

academic affairs	means the teaching and research activities of a faculty or University school, including award courses, honours, higher degrees by research, quality improvement and educational integrity.
academic staff member	means a person who: <ul style="list-style-type: none"> • has been employed by the University as a member of its academic staff, other than as a casual member; or • is an affiliate who holds an approved leadership position and who is not a member of the University's professional staff.
administrative, strategic and operational affairs	means financial, human resources, fundraising, marketing, communications and other activities relating to the administration and operation of a faculty or University school.
affiliate	has the meaning given in the Code of Conduct – Staff and Affiliates , which at the date of this Rule is: <p style="margin-left: 40px;">clinical title holders; adjunct, conjoint and honorary appointees; consultants and contractors to the University; holders of offices in University entities, members of Boards of University Foundations, members of University Committees; and any other persons appointed or engaged by the University to perform duties or functions on its behalf.</p>
allocated position	means a position allocated to be filled by a member of a particular group, as provided in sections 3.4, 3.7(3), 3.7(5), 4.4(2), 6.4 and 6.7(2).

approved leadership position	means a position designated as such by the Provost.
award course	means a course approved by the Academic Board and endorsed by the Senate on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate.
Board of Interdisciplinary Studies	means the board of that name established by, and with the responsibilities and functions specified in, Part 8 of this Rule.
Centre for Continuing Education	has the meaning given in the Continuing and Extra-curricular Education Policy 2017 , which at the date of this Rule is: the unit of that name within the portfolio of the Provost and Deputy Vice-Chancellor.
clinical school	means a clinical school in the Faculty of Medicine and Health, established consistently with Part 5 of this Rule.
continuing education	has the meaning given in the Continuing and Extra-curricular Education Policy 2017 , which at the date of this Rule is: any formal or informal learning, which is not part of a course of study for a qualification approved by the Academic Board. This includes but is not limited to: <ul style="list-style-type: none"> • continuing professional development courses • corporate training courses • executive education courses • open courses • pathway courses • personal interest courses • professional development courses • staff development and support courses • continuing education courses offered together with other providers
core Associate Dean	means an Associate Dean whose area of accountability corresponds to a committee of the University Executive. At the date of this Rule these are: <ul style="list-style-type: none"> • Associate Dean (Research) • Associate Dean (Research Education) • Associate Dean (Education) • Associate Dean (Indigenous Strategy and Services) • Associate Dean (Student Life)

Dalyell Stream	means the stream for high achieving students, specified in the relevant award course resolutions and governed by the Board of Interdisciplinary Studies.
day	means calendar day.
Dean	means the Dean of the relevant faculty.
Deputy Dean	means the Deputy Dean of a faculty.
Deputy Executive Dean	means a Deputy Executive Dean of the Faculty of Medicine and Health.
discipline	means an intellectual community within a faculty, responsible for curriculum development and research endeavour within an internationally recognised field of inquiry. In this Rule, this term does not refer to sub-units within schools, even if named or described as disciplines.
Executive Committee	means an executive committee established by either a Dean or a Head of School and Dean (University school) in accordance with section 3.11 or 6.11 of this Rule, to deal with administrative, strategic and operational matters.
Executive Dean	means the Executive Dean of the Faculty of Medicine and Health.
Executive Dean's Committee	means an executive committee established by an Executive Dean in accordance with section 3.11 of this Rule, to deal with administrative, strategic and operational matters.
extra-curricular education	<p>has the meaning given in the Continuing and Extra-curricular Education Policy 2017, which at the date of this Rule is:</p> <p>means education provided to students of the University which is not an approved component of an award course (whether credit-bearing or given a zero-credit point weighting). This includes but is not limited to:</p> <ul style="list-style-type: none"> • student support courses • compliance courses.
Faculty	means a faculty constituted in accordance with this Rule.
faculty board	means a board established in accordance with section 3.7 of this Rule, to address academic matters.
Head of Clinical School	means the head of a clinical school in the Faculty of Medicine and Health.
Head of School	means the head of a school within a faculty, including a Head of School and Dean.
Head of School and Dean (University school)	means a Head of School and Dean of a University school.

interdisciplinary	means involving more than one faculty or University school.
Leadership Group	means a group established by an Executive Dean, Dean, or Head of School and Dean (University school), in accordance with section 3.14 or 6.14 of this Rule.
Liberal Studies bachelor degree	has the meaning given to it in the Coursework Policy 2014 , which at the date of this Rule is: means a degree of study at bachelor level of three years duration (or part-time equivalent) that provides students with a broad multi-disciplinary education that develops disciplinary expertise and graduate qualities.
Open Learning Environment	has the meaning given to it in the Coursework Policy 2014 , which at the date of this Rule is: a shared pool of units of study which are: <ul style="list-style-type: none"> • of zero, two or six credit points value; • approved by the Board of Interdisciplinary Studies; and • available to all students according to the award course resolutions applicable to the award course in which they are enrolled.
professional staff member	means a person who has been employed by the University as a member of its professional staff, and who is not a member of the University's academic staff.
program	has the meaning given to it in the Coursework Policy 2014 , which at the date of this Rule is: means a combination of units of study that develops expertise in a multi-disciplinary domain or a professional or specialist field and includes at least one recognised major. Note: See also Learning and Teaching Policy 2015 .
Returning Officer	means the Secretary to Senate, or their nominee.
School	means a school within a faculty established and constituted in accordance with this Rule.
school manager	means a person formally appointed to that position in a school within a faculty.
Shared Pool	has the meaning given to it in the Learning and Teaching Policy 2015 , which at the date of this Rule is: the list of majors, minors and units of study (including units in the open learning environment or Sydney Research Seminars) that are available to students enrolled in all Liberal Studies Bachelor degrees (including combined degrees with the Bachelor of Advanced Studies).

significant component of an award course	means any of a stream, program, major, minor, degree core or capstone experience. Note: See the Learning and Teaching Policy 2015
student	means a person who is currently admitted to candidature in an award course of the University.
temporary staff member	means an academic staff member or a professional staff member who has been employed by the University in a fixed term or contract position, but not a casual position. Note: Not all temporary staff members are eligible to vote in faculty board elections or to become members of a faculty board or a University school board. See sections 3.7(3), 3.7(4), 6.7(1) and 9.6(2).
University Executive	means the committee of that name, which comprises members of the University's senior leadership team.
University school	means a University school that is not within a faculty and is constituted in accordance with Part 6 of this Rule.
University school board	means a board established in accordance with section 6.7 of this Rule, to address academic matters.

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

PART 2 - ESTABLISHMENT OF FACULTIES AND UNIVERSITY SCHOOLS

2.1 Application

This Part applies to all:

- (a) faculties; and
- (b) University schools.

2.2 Establishment of faculties

- (1) There will be the following faculties, however named:
 - (a) the Faculty of Arts and Social Sciences;
 - (b) the Faculty of Business;

- (c) the Faculty of Engineering and Information Technologies;
 - (d) the Faculty of Health Sciences;
 - (e) the Faculty of Medicine and Health; and
 - (f) the Faculty of Science.
- (2) The Faculty of Health Sciences will, on a future date to be determined by the Vice-Chancellor, be consolidated into the Faculty of Medicine and Health.

2.3 Establishment of University schools

There will be the following University schools, however named:

- (a) The University of Sydney School of Architecture, Design and Planning;
- (b) The Sydney Conservatorium of Music; and
- (c) The University of Sydney Law School.

PART 3 - FACULTIES

3.1 Application

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences;
- (e) the Faculty of Medicine and Health; and
- (f) the Faculty of Science.

3.2 Faculty leadership

- (1) The Faculty of Medicine and Health will have:
 - (a) an Executive Dean; and
 - (b) up to three Deputy Executive Deans.
- (2) Each other faculty will have:
 - (a) a Dean; and
 - (b) up to two Deputy Deans.
- (3) Every faculty will have:
 - (a) a number of core Associate Deans, each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and

- (b) a Faculty General Manager.
- (4) Each faculty may have one or more non-core Associate Deans, as approved by the Provost on the recommendation of the Executive Dean or Dean.
- (5) Faculties may create faculty leadership positions other than those prescribed in subsections (1) to (4), with the approval of the Provost.

3.3 Faculty governance

- (1) The academic affairs of each faculty will be governed by:
 - (a) the faculty;
 - (b) the faculty board; and
 - (c) sub-committees, working parties and advisory committees established by the faculty board in accordance with subsection 3.8(6).
- (2) The administrative, strategic and operational affairs of each faculty will be governed by:
 - (a) the Executive Dean's or Dean's Executive Committee; and
 - (b) the Leadership Group.

3.4 Membership of faculties

- (1) Each faculty will comprise:
 - (a) all full time and part time permanent and temporary members of the academic and professional staff of the faculty; and
 - (b) at least 10 members elected by the students of the faculty in accordance with this Rule.
- (2) The faculty board will allocate a specified number of elected student positions for each of the following groups:
 - (a) undergraduate students;
 - (b) postgraduate coursework students; and
 - (c) higher degree by research students.

3.5 Responsibilities and functions of faculties

- (1) The faculty will receive and consider reports on academic matters from the faculty board at least once per semester.
- (2) The faculty may make such recommendations to the faculty board as it thinks fit, about the affairs and concerns of the faculty.

3.6 Faculty meetings

- (1) The Executive Dean or Dean, or their nominee, will convene and chair a meeting of the faculty at least once per semester.

- (2) The Executive Dean or Dean, or their nominee, will convene and chair such other meetings of the faculty as they consider necessary or as required by the:
 - (a) Vice-Chancellor;
 - (b) Provost; or
 - (c) faculty board.
- (3) The Executive Dean or Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
 - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.
- (5) No business may be transacted at a meeting of the faculty unless a quorum is present.
- (6) Affiliates may attend faculty meetings, but only those holding approved leadership positions may vote.
- (7) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.
- (11) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

3.7 Membership of faculty boards

- (1) Each faculty board will comprise:
 - (a) the ex-officio members:
 - (i) the Executive Dean or Dean, or their nominee, who will perform the role of Chair;
 - (ii) the Deputy Executive Deans or Deputy Deans;
 - (iii) the Associate Deans;
 - (iv) the Heads of School (where applicable);
 - (v) the Heads of Clinical School (where applicable);
 - (vi) the Heads of Disciplines (where applicable);
 - (vii) the Faculty General Manager;
 - (viii) subject to the approval of the Executive Dean or Dean, all School Managers;
 - (ix) the Provost or their nominee;

- (b) the elected academic staff members;
 - (c) the elected professional staff members; and
 - (d) the elected student members.
- (2) The Executive Dean or Dean may decide whether to have all or no School Managers as ex officio members of the faculty board. It is not permitted to have only some School Managers serve in this capacity.
- (3) The total number of elected academic staff members must be no fewer than 25 individuals, and no more than the number equivalent to 20% of the faculty's full-time equivalent academic staff.
- (a) In faculties containing schools, clinical schools or disciplines, the faculty board will allocate a specified number of elected academic staff positions to each school, clinical school or discipline, provided that there must be at least one elected academic staff member position per school, clinical school or discipline.
 - (b) Elected academic staff members will be elected by the permanent and eligible temporary academic staff members of the faculty in accordance with this Rule.
- Note:** See section 9.6(2) in relation to temporary staff voting entitlements. Temporary staff members are only eligible to vote for or become members of a faculty board if they hold a current employment contract with a term of two years or longer (regardless of the amount of time the contract still has to run), as at the date on which notice of the election is given.
- (4) There will be seven professional staff members elected by the full-time and part-time permanent and eligible temporary members of the professional staff of the faculty in accordance with this Rule.
- Note:** See section 9.6(2) in relation to temporary staff voting entitlements. Temporary staff members are only eligible to vote for or become members of a faculty board if they hold a current employment contract with a term of two years or longer (regardless of the amount of time the contract still has to run), as at the date on which notice of the election is given.
- (5) There will be at least four and no more than eight student members of the faculty board elected in accordance with this Rule.
- (a) Individuals elected as student members may also be members of the faculty.
 - (b) The faculty board will allocate a specified number of elected student positions for each of the following groups:
 - (i) undergraduate students;
 - (ii) postgraduate coursework students; and
 - (iii) higher degree by research students.

3.8 Responsibilities and functions of the faculty board

- (1) Subject to the requirements of applicable University rules, policies and procedures, the faculty board will oversee the academic affairs of the faculty.
- (2) A reference in rules, policies or procedures to a decision of a faculty is a reference to a decision of the faculty board, unless otherwise specified.

- (3) The faculty board will exercise its responsibilities and functions subject to:
 - (a) the authority of the Senate and the Academic Board; and
 - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) The faculty board will:
 - (a) make recommendations to the Academic Board on proposals for new award courses;
 - (b) make recommendations to the Academic Board on revisions to award courses;
 - (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
 - (i) admission;
 - (ii) enrolment restrictions;
 - (iii) time limits;
 - (iv) suspension, discontinuation and lapse of candidature;
 - (v) recognition of prior learning;
 - (vi) attendance;
 - (vii) cross-institutional study;
 - (viii) international exchange;
 - (ix) assessment;
 - (x) late submission of assessments;
 - (xi) satisfactory progress;
 - (xii) admission to honours; and
 - (xiii) the award of honours and the levels at which honours is awarded;
 - (d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
 - (i) admission;
 - (ii) attendance;
 - (iii) majors;
 - (iv) recognition of prior learning;
 - (v) progression;
 - (vi) requirements for the award;
 - (vii) requirements for the award of honours;
 - (viii) award of the degree; and
 - (ix) award of honours;
 - (e) monitor and maintain quality, standards and excellence in education and research;
 - (f) report to the faculty at least once per semester;
 - (g) consider and report to the faculty on recommendations made by the faculty;

- (h) report to the Academic Board at least once per year on quality and educational integrity standards; and
 - (i) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.
- (5) The faculty board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.
- (6) In addition to the standing committee responsible for curriculum approvals required by section 3.8A, the faculty board may establish sub-committees, working parties and advisory committees to:
- (a) facilitate the conduct of its business; and
 - (b) make recommendations, on matters other than curriculum approvals, to the faculty board for decision.
- (7) Except for a standing committee responsible for curriculum approvals, a sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the faculty board.

3.8A Standing committees responsible for curriculum approvals

- (1) Each faculty must have at least one standing committee with responsibility for making recommendations, on behalf of the faculty board, in relation to approval of units of study, curriculum components and award courses.
- Note:** See subclauses 3.8(4) (a), (b) and (c).
- (2) A faculty may have up to three such committees, respectively with responsibility for any of:
- (a) undergraduate coursework;
 - (b) postgraduate coursework; or
 - (c) higher degrees by research.
- (3) These committees will make recommendations about:
- (a) the addition, variation and deletion of:
 - (i) units of study;
 - (ii) curriculum components; and
 - (iii) award courses;delivered by the faculty;
 - (b) the addition and deletion of:
 - (i) units of study; and
 - (ii) curriculum componentswithin the award courses for which the faculty is responsible, but which are delivered by another faculty or University school;
- and
- (c) will report these recommendations to the faculty board.

- (4) The committees will:
 - (a) be chaired by the relevant Associate Dean, or their nominee; and
 - (b) consist of members appointed on the basis of their relevant expertise.
- (5) Members of these committees need not themselves be members of the faculty board.
- (6) Where a faculty or University school (“the delivering faculty or University school”) delivers units of study as part of an award course administered by another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to two representatives, who may:
 - (a) attend and speak at relevant meetings of the committee responsible for curriculum approvals of the owning faculty or University school; and
 - (b) vote at such meetings on matters relating to the relevant units of study.
- (7) The decisions of a committee responsible for curriculum approvals must be reported as soon as practicable to all members of the faculty board.
- (8) The recommendations of a committee responsible for curriculum approvals must be endorsed by the faculty board before being forwarded to the Academic Board, Board of Interdisciplinary Studies or any committee of either.
 - (a) The faculty board may consider the recommendations at a physical meeting, or by circulation.

3.9 Faculty board meetings

- (1) The Executive Dean or Dean, or their nominee, will convene and chair a meeting of the faculty board at least twice a year.
- (2) The Executive Dean or Dean, or their nominee, will convene and chair such other faculty board meetings as they consider necessary or as required by the:
 - (a) Vice-Chancellor;
 - (b) Provost; or
 - (c) faculty.
- (3) The Executive Dean or Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
 - (a) A full agenda should be circulated at least one week before the meeting.
- (4) Fifty per cent of members will constitute a quorum for the transaction of business at a faculty board meeting.
- (5) Where a faculty or University school (“the delivering faculty or University school”) delivers a program on behalf of another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to five representatives who may:
 - (a) attend and speak at relevant board meetings of the owning faculty or University school; and
 - (b) vote at such meetings on matters relating to the relevant program.

- (6) No business may be transacted at a faculty board meeting unless a quorum is present.
- (7) A faculty board meeting may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate. A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.
- (11) The faculty board may make decisions by circulation:
 - (a) about recommendations of a committee responsible for curriculum approvals; or
 - (b) in exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost).
- (12) The Chair may determine the appropriate processes for decision by circulation, provided that:
 - (a) any item of business for decision by circulation must be circulated to all members of the faculty board; and
 - (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.

3.10 Membership of the Executive Dean's or Dean's Executive Committee

The Executive Dean or Dean will appoint members to their Committee or Executive Committee.

3.11 Responsibilities and functions of the Executive Dean's or Dean's Executive Committee

The Executive Dean's or Dean's Executive Committee will advise the Executive Dean or Dean on the administrative, strategic and operational affairs of the faculty.

3.12 Meetings of the Executive Dean's or Dean's Executive Committee

The Executive Dean or Dean, or their nominee, will convene and chair meetings of their Committee or Executive Committee as required.

3.13 Membership of the Leadership Group

- (1) The Executive Dean or Dean will appoint members to the Leadership Group, in consultation with the Provost.

- (2) The Leadership Group should include:
- (a) Deputy Executive Deans or Deputy Deans;
 - (b) Associate Deans;
 - (c) Heads of School (where applicable);
 - (d) Heads of Clinical Schools (where applicable);
 - (e) Heads of Discipline (where applicable);
 - (f) heads of central units, as appropriate; and
 - (g) the Faculty General Manager.

3.14 Responsibilities and functions of the Leadership Group

The Leadership Group will collaborate and provide strategic advice to the Executive Dean's or Dean's Executive Committee.

3.15 Meetings of the Leadership Group

The Executive Dean or Dean, or their nominee, will convene and chair meetings of the Leadership Group as required.

PART 4 – SCHOOLS (WITHIN A FACULTY)

4.1 Application

- (1) This Part applies to any school within:
- (a) the Faculty of Arts and Social Sciences;
 - (b) the Faculty of Business;
 - (c) the Faculty of Engineering and Information Technologies;
 - (d) the Faculty of Health Sciences;
 - (e) the Faculty of Medicine and Health, except for a clinical school; and
 - (f) the Faculty of Science.
- (2) This part does not apply to clinical schools in the Faculty of Medicine and Health.

4.2 Establishment of schools

Schools will be established by the Vice-Chancellor, on the recommendation of the Provost.

4.3 School leadership

- (1) Each school will have:

- (a) a Head of School; and
 - (b) a School Manager.
- (2) Each school may also have a Deputy Head.
- (3) Schools may create leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost, and Executive Dean or Dean.

4.4 Membership of schools

- (1) Each school will comprise:
- (a) all full time and part time permanent and temporary members of the academic and professional staff of the school; and
 - (b) between four and six student members selected in a manner to be determined by the Head of School.
- (2) The Head of School will allocate at least one of the student member positions for each of the following groups.
- (a) undergraduate students;
 - (b) postgraduate coursework students; and
 - (c) higher degree by research students.
- (3) Students being supervised by a member of the school or taking units of study administered by the school are eligible for selection.
- (4) Student members may also be members of the faculty or faculty board, or both.
- (5) The Head of School will report at least once every two years to the faculty on the processes that have been adopted for the selection of student members of the school.

4.5 Responsibilities and functions of schools

- (1) Schools operate under the supervision of a Head of School and are part of a faculty.
- (2) Schools will exercise their responsibilities and functions subject to:
- (a) the authority of the Senate, the Academic Board and the relevant faculty; and
 - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (3) Schools will:
- (a) encourage and facilitate teaching, scholarship and research; and
 - (b) coordinate the teaching and examination duties of staff;
- for the units of study and award courses that they oversee.
- (4) Schools may establish sub-committees, working parties and advisory committees to facilitate the conduct of their business.

4.6 School meetings

- (1) The Head of School or their nominee will convene and chair a meeting of the school at least twice a year.
- (2) The Head of School or their nominee will convene and chair such other meetings of the school as they consider necessary or as required by the:
 - (a) Vice-Chancellor;
 - (b) Provost; or
 - (c) the Executive Dean or Dean.
- (3) The Head of School or their nominee will, at least two weeks before the date fixed for the holding of a school meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
 - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the school, or one eighth of the membership of the school (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a school meeting.
- (5) Affiliates may attend school meetings, but only those who hold approved leadership positions may vote.
- (6) No business may be transacted at a school meeting unless a quorum is present.
- (7) A meeting of a school may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (8) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (9) Every member will have one vote on a show of hands and on a poll.
- (10) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (11) If the number of votes is equal, the Chair will have the casting vote.

PART 5 – CLINICAL SCHOOLS

5.1 Application

This Part applies to all clinical schools.

5.2 Establishment of clinical schools

Clinical schools will be established by the Vice-Chancellor on the recommendation of the Provost.

5.3 Clinical school leadership

- (1) Each clinical school will have a Head of Clinical School.
- (2) A clinical school may also have one or more Deputy Heads, with the approval of each of the Provost, the Executive Dean and the Deputy Executive Dean (Health and Community).
- (3) Clinical schools may create leadership positions other than those prescribed in subsections (1) and (2), with the approval of each of the Provost, the Executive Dean and the Deputy Executive Dean (Health and Community).

5.4 Responsibilities and functions of clinical schools

- (1) Clinical schools operate under the supervision of a Head of Clinical School and are part of the Faculty of Medicine and Health.
- (2) Clinical schools will exercise their responsibilities and functions subject to:
 - (a) the authority of the Senate, the Academic Board and the Faculty of Medicine and Health; and
 - (b) the Act, the By-law, and relevant rules, policies and procedures.

5.5 Governance of clinical schools

The internal governance structures and processes of each clinical school will be determined by the relevant Head of Clinical School, after consultation with the Executive Dean and the Deputy Executive Dean (Health and Community).

PART 6 – UNIVERSITY SCHOOLS

6.1 Application

This Part applies to all University schools.

6.2 University school leadership

- (1) Each University school will have:
 - (a) a Head of School and Dean;
 - (b) up to two Deputy Head of School and Deputy Deans;
 - (c) a number of core Associate Deans, each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
 - (d) a School General Manager.
- (2) Each University school may have one or more non-core Associate Deans, as approved by the Provost on the recommendation of the Head of School and Dean.

- (3) University schools may create leadership positions other than those prescribed in subsections (1) and (2) with the approval of the Provost

6.3 University school governance

- (1) The academic affairs of each University school will be governed by:
 - (a) the University school;
 - (b) the University school board; and
 - (c) sub-committees, working parties and advisory committees established by the University school in accordance with subsection 6.8(6).
- (2) The administrative, strategic and operational affairs of each University school will be governed by:
 - (a) the Head of School and Dean's Executive Committee; and
 - (b) the Leadership Group.

6.4 Membership of University schools

- (1) Each University school will comprise:
 - (a) all full time and part time permanent and temporary members of the academic and professional staff of the University school; and
 - (b) at least four student members elected by the students of the University school in accordance with this Rule.
- (2) The University school board will allocate a specified number of elected student positions for each of the following groups.
 - (a) undergraduate students;
 - (b) postgraduate coursework students; and
 - (c) higher degree by research students.

6.5 Responsibilities and functions of University schools

- (1) The University school will receive and consider reports on academic matters from the University school board at least once per semester.
- (2) The University school may make such recommendations to the University school board as it thinks fit, in respect of the affairs and concerns of the University school.

6.6 University school meetings

- (1) The Head of School and Dean or their nominee will convene and chair a University school meeting at least once per semester.
- (2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school as they consider necessary or as required by the:
 - (a) Vice-Chancellor;

- (b) Provost; or
 - (c) University school board.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
- (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the University school, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a University school meeting.
- (5) No business may be transacted at a meeting of the University school unless a quorum is present.
- (6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (7) Every member will have one vote on a show of hands and on a poll.
- (8) Affiliates may attend University school meetings, but only those who hold approved leadership positions may vote.
- (9) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.

6.7 Membership of University school boards

- (1) Each University school board will comprise:
- (a) the ex-officio members:
 - (i) the Head of School and Dean or their nominee, who will perform the role of Chair;
 - (ii) the Deputy Head of School and Deputy Deans;
 - (iii) the Associate Deans;
 - (iv) the School General Manager;
 - (v) the Provost or their nominee;
 - (b) all full-time and part-time permanent members of the academic staff of the University school;
 - (c) all full-time and part-time temporary members of the academic staff of the University school who hold a current employment contract with the University with a term of two years or longer (regardless of the amount of time the contract still has to run);
 - (d) between one and four permanent or temporary members of the professional staff of the University school, who will be appointed by the Head of School and Dean, provided that:
 - (i) any temporary member of the professional staff appointed to the University school board must, at the date of appointment, hold a current employment contract with the University with a term of two

years or longer (regardless of the amount of the time the contract still has to run);

- (e) between two and five elected student members, who may also be members of the University school.
- (2) The University school board will allocate a specified number of elected student positions for each of the following groups:
 - (a) undergraduate students;
 - (b) postgraduate coursework students; and
 - (c) higher degree by research students.
- (3) Student members will be elected by the students of the University school in accordance with this Rule

6.8 Responsibilities and functions of University school boards

- (1) The University school board will oversee the academic affairs of the University school.
- (2) A reference in rules, policies or procedures to a decision of a University school is a reference to a decision of the University school board, unless otherwise specified.
- (3) The University school board will exercise its responsibilities and functions subject to:
 - (a) the authority of the Senate and the Academic Board; and
 - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) Subject to the requirements of applicable University rules, policies and procedures, the University school board will:
 - (a) make recommendations to the Academic Board on proposals for new award courses;
 - (b) make recommendations to the Academic Board on revisions to award courses;
 - (c) make resolutions for the coursework award courses offered by the University school including, as appropriate:
 - (i) admission;
 - (ii) enrolment restrictions;
 - (iii) time limits;
 - (iv) suspension, discontinuation and lapse of candidature;
 - (v) recognition of prior learning;
 - (vi) attendance;
 - (vii) cross-institutional study;
 - (viii) international exchange;
 - (ix) assessment;
 - (x) late submission of assessments;
 - (xi) satisfactory progress;

- (xii) admission to honours; and
- (xiii) the award of honours and the levels at which honours is awarded;
- (d) make resolutions for each degree, diploma and certificate offered by the University school including, as appropriate:
 - (i) admission;
 - (ii) attendance;
 - (iii) majors;
 - (iv) recognition of prior learning;
 - (v) progression;
 - (vi) requirements for the award;
 - (vii) requirements for the award of honours;
 - (viii) award of the degree; and
 - (ix) award of honours;
- (e) monitor and maintain quality, standards and excellence in education and research;
- (f) report to the University school at least once per semester;
- (g) consider and report to the University school on recommendations made by the University school;
- (h) report to the Academic Board at least once per year on quality and educational integrity standards; and
- (i) consider and report on all matters referred to it by the Vice-Chancellor, the Provost or the Academic Board.
- (5) The University school board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the University school.
- (6) In addition to the standing committee responsible for curriculum approvals required by section 6.8A, the University school board may establish sub-committees, working parties and advisory committees to:
 - (a) facilitate the conduct of its business; and
 - (b) make recommendations, on matters other than curriculum approvals, to the University school board for decision.
- (7) Except for a standing committee responsible for curriculum approvals, a sub-committee, working party or advisory committee established in accordance with subsection (6) must not make decisions on behalf of the University school board.

6.8A Standing committees responsible for curriculum approvals

- (1) Each University school must have at least one standing committee with responsibility for making recommendations, on behalf of the University school board, in relation to approval of units of study, curriculum components and award courses.

Note: See subclauses 6.8(4) (a), (b) and (c).

- (2) A University school may have up to three such committees, respectively with responsibility for any of:
 - (a) undergraduate coursework;
 - (b) postgraduate coursework; or
 - (c) higher degrees by research.
- (3) These committees will make recommendations about:
 - (a) the addition, variation and deletion of:
 - (i) units of study;
 - (ii) curriculum components; and
 - (iii) award courses;delivered by the University school;
 - (b) the addition and deletion of:
 - (i) units of study; and
 - (ii) curriculum componentswithin the award courses for which the University school is responsible, but which are delivered by another faculty or University school.
and
- (4) The committees will:
 - (a) be chaired by the relevant Associate Dean, or their nominee; and
 - (b) consist of members appointed on the basis of their relevant expertise.
- (5) Members of these committees need not themselves be members of the University school board.
- (6) Where a faculty or University school (“the delivering faculty or University school”) delivers units of study as part of an award course administered by another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to two representatives, who may:
 - (a) attend and speak at relevant meetings of the committee responsible for curriculum approvals of the owning faculty or University school; and
 - (b) vote at such meetings on matters relating to the relevant units of study.
- (7) The decisions of a committee responsible for curriculum approvals must be reported as soon as practicable to all members of the University school board.
- (8) The recommendations of a committee responsible for curriculum approvals must be endorsed by the University school board before being forwarded to the Academic Board, the Board of Interdisciplinary Studies or any committee of either.
 - (a) The University school board’s may consider the recommendations at a physical meeting, or by circulation.

6.9 University school board meetings

- (1) The Head of School and Dean, or their nominee, will convene and chair a meeting of the University school board at least twice a year.

- (2) The Head of School and Dean, or their nominee, will convene and chair such other meetings of the University school board as they consider necessary or as required by the:
 - (a) Vice-Chancellor; or
 - (b) Provost.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
 - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the University school board, or one eighth of the membership (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a University school board meeting.
- (5) Where a faculty or University school (“the delivering faculty or University school”) delivers a program on behalf of another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to five representatives who may:
 - (a) attend and speak at relevant board meetings of the owning faculty or University school; and
 - (b) vote at such meetings on matters relating to the relevant program.
- (6) No business may be transacted at a meeting of a University school board unless a quorum is present.
- (7) A meeting of the University school board may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (8) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (9) Every member will have one vote on a show of hands and on a poll.
- (10) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (11) If the number of votes is equal, the Chair will have the casting vote.
- (12) The University school board may make decisions by circulation:
 - (a) about recommendations of a committee responsible for curriculum approvals; or
 - (b) in exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost).
- (13) The Chair may determine the appropriate processes for decision by circulation, provided that:
 - (a) any item of business for decision by circulation must be circulated to all members of the University school board; and
 - (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.

6.10 Membership of the Head of School and Dean's Executive Committee

The Head of School and Dean will appoint members to the Executive Committee.

6.11 Responsibilities and functions of the Head of School and Dean's Executive Committee

The Head of School and Dean's Executive Committee will advise the Head of School and Dean on the administrative, strategic and operational affairs of the University school.

6.12 Meetings of the Head of School and Dean's Executive Committee

The Head of School and Dean or their nominee will convene and chair meetings of the Executive Committee as required.

6.13 Membership of the Leadership Group

- (1) The Head of School and Dean will appoint members to the Leadership Group, in consultation with the Provost.
- (2) The Leadership Group should include:
 - (a) the Deputy Head of School and Deputy Deans;
 - (b) Associate Deans;
 - (c) heads of central units, as appropriate; and
 - (d) the School General Manager.

6.14 Responsibilities and functions of the Leadership Group

The leadership group will collaborate and provide strategic advice to the Head of School and Dean's Executive Committee.

6.15 Meetings of the Leadership Group

The Head of School and Dean or their nominee will convene and chair meetings of the Leadership Group as required.

PART 7 – RESPONSIBILITIES AND FUNCTIONS

7.1 Introduction

- (1) This part sets out the specific responsibilities and functions of academic leaders.

- (2) All academic leaders must exercise these responsibilities and functions with particular attention to:
 - (a) responsibilities relating to the safety and wellbeing of people in their academic units, beyond management of the work health and safety framework;
 - (b) acting as exemplars of University culture; and
 - (c) responsibilities relating to securing compliance with the University's statutory and other legal obligations, as far as these matters may be under their control.

7.2 Responsibilities and functions of the Executive Dean

- (1) The Executive Dean may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.
- (2) The Executive Dean will be responsible for strategic leadership and planning, including:
 - (a) planning, setting and communicating the vision of the faculty;
 - (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;
 - (c) with input from the Leadership Group, setting, communicating and achieving the overarching faculty strategic plans and goals, especially in a health and community environment;
 - (d) overseeing the development and implementation of school strategies to align with the faculty and University strategies and, as appropriate, health partners' strategies;
 - (e) leading the Leadership Group;
 - (f) participating in whole-of-University decision-making, and having input into the University strategic plan and governance, and communicating these to faculty staff;
 - (g) implementing the agreed faculty governance framework;
 - (h) managing key stakeholders and communications to relevant University entities and within the broader health sector, particularly the Local Health Districts, other health and community partners and government; and
 - (i) monitoring and maintaining quality, standards and excellence in education and research in clinical practice.
- (3) The Executive Dean will be responsible for academic leadership including:
 - (a) aligning strategic curriculum design with the faculty mission and distinctiveness;
 - (b) recognising and supporting the essential relationships between the University and its external health partners in the delivery of education programs, research and clinical practice;
 - (c) pursuing and managing strategically aligned funding and grants opportunities;



- (d) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students, and which supports excellence in health and clinical practice; and
 - (e) overseeing the faculty's research profile, including reporting requirements.
- (4) The Executive Dean will be responsible for financial management, including:
- (a) overseeing and having final responsibility for proposing (subject to review by the University Budget Review Team), and controlling budget expenditure;
 - (b) leading development of the financial strategy and framework for the faculty;
 - (c) with the Leadership Group, being accountable for the efficient operations of schools, clinical schools and internal centres and institutes; and
 - (d) with the relevant Deputy Executive Deans, ensuring financial collaboration with external health partners as appropriate.
- (5) The Executive Dean will be responsible for operational management, including:
- (a) being accountable for all aspects of faculty operations;
 - (b) providing support to Heads of School and Heads of Clinical School to ensure that they have appropriate resources and established processes to implement efficient operations, particularly in the external environment that interfaces with the faculty's health and community partners and other health providers;
 - (c) as appropriate, ensuring coherence and consistency of operational frameworks:
 - (i) within the faculty, including between the faculty and its schools and clinical schools;
 - (ii) between the faculty and other faculties and University schools; and
 - (iii) where possible, with the faculty's health and community partners and other external health providers;
 - (d) overseeing school and clinical school resource management, including ensuring consistency of systems, processes and procedures.
- (6) The Executive Dean will be responsible for people leadership and management, including:
- (a) providing strong people leadership and management to all staff, including culture, mission, workforce planning, workload allocation and compliance;
 - (b) developing strategies to attract, engage and retain outstanding talent and for integrating University-wide workforce strategies and initiatives into the faculty;
 - (c) determining accountabilities and responsibilities within the Leadership Group to ensure effective leadership at both the faculty and school level;
 - (d) mentoring and supporting direct reports to instil similar leadership and management guidance for staff across the faculty;
 - (e) strategically overseeing talent management including recruitment, monitoring, promotion, performance management, retention and remuneration; and
 - (f) managing the performance and development targets for all direct reports.
- (7) The Executive Dean will be responsible for community engagement including:

- (a) identifying development opportunities;
 - (b) ensuring and enabling a coherent philanthropic fundraising strategy;
 - (c) engaging with the profession or sector on a large scale, particularly at the global level;
 - (d) enabling processes and systems to support delivery;
 - (e) enabling deep engagement with leaders in Local Health Districts, private hospitals and other health and community settings, and industry more broadly;
 - (f) overseeing ongoing successful engagement with accreditation, professional bodies and with the profession or sector; and
 - (g) overseeing continuing and deep engagement with the alumni community.
- (8) The Executive Dean will be responsible for risk management, including:
- (a) identifying and managing relevant risks;
 - (b) establishing contingency plans to support the ongoing supply of critical resources needed to maintain business-as-usual activity and service delivery to the University;
 - (c) ensuring and verifying that there are appropriate resources and processes in place to achieve work health and safety compliance;
 - (d) ensuring the risks specific to hospital, health, clinical and other placement settings are identified and monitored, and appropriate risk mitigation strategies implemented; and
 - (e) ensuring compliance with the University's work health and safety management system and, where applicable, health partner requirements, policies and procedures.

7.3 Responsibilities and functions of Deans

- (1) Deans may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.
- (2) Deans will be responsible for strategic leadership and planning, including:
 - (a) planning, setting and communicating the vision of the faculty;
 - (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;
 - (c) with input from the Leadership Group, setting, communicating and achieving the overarching faculty strategic plan and goals;
 - (d) leading the Leadership Group;
 - (e) participating in whole-of-University decision making;
 - (f) having input into the University's strategic plan and governance and communicating these to faculty staff;
 - (g) implementing the agreed faculty governance framework;
 - (h) managing key stakeholders and communications to relevant University entities; and

- (i) monitoring and maintaining quality, standards and excellence in education and research.
- (3) Deans will be responsible for academic leadership, including:
- (a) aligning strategic curriculum design with the faculty mission and distinctiveness;
 - (b) pursuing and managing strategically aligned funding and grants opportunities;
 - (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students; and
 - (d) overseeing the faculty's research profile, including reporting requirements.
- (4) Deans will be responsible for financial management, including:
- (a) overseeing, and having final responsibility for proposing (subject to University Budget Review Team Review) and controlling budget expenditure;
 - (b) leading development of the financial strategy and framework for the faculty; and
 - (c) with the Leadership Group, being accountable for the efficient operations of schools and internal centres and institutes.
- (5) Deans will be responsible for operational management, including:
- (a) being accountable for all aspects of faculty operations;
 - (b) providing support to Heads of School to ensure that they have appropriate resources and established processes to implement efficient operations;
 - (c) as appropriate, ensuring and overseeing coherence and consistency of operational frameworks within and between other faculties and University schools; and
 - (d) overseeing school resource management, including ensuring consistency of systems, processes and practices.
- (6) Deans will be responsible for people leadership and management, including:
- (a) providing strong people leadership and management to all staff, including culture, mission, workforce planning, work load allocation and compliance;
 - (b) developing strategies to attract, engage and retain outstanding talent and for integrating University-wide workforce strategies and initiatives into the faculty;
 - (c) determining accountabilities and responsibilities within the Leadership Group to ensure effective leadership at both the faculty and school level;
 - (d) mentoring and supporting direct reports to instil leadership and management guidance and support for staff across the faculty;
 - (e) strategically overseeing talent management including recruitment, monitoring, promotion, performance management, retention and remuneration; and
 - (f) managing the performance and development targets of all direct reports.
- (7) Deans will be responsible for external community engagement, including:
- (a) identifying development opportunities;



- (b) ensuring and enabling a coherent fundraising strategy;
 - (c) engaging externally with the profession or sector on a large scale, particularly at the global level;
 - (d) enabling processes and systems to support delivery;
 - (e) overseeing ongoing successful engagement with accreditation and professional bodies, and with the profession or sector; and
 - (f) overseeing continuing and deep engagement with the alumni community.
- (8) Deans will be responsible for risk management, including:
- (a) identifying and managing relevant risks;
 - (b) establishing contingency plans to support the ongoing supply of critical resources for maintaining business-as-usual activity and service delivery to the University;
 - (c) ensuring and verifying that there are appropriate resources and processes in place to achieve work health and safety compliance; and
 - (d) ensuring compliance with the University's work health and safety management system.

Note: See [Work Health and Safety Policy 2016](#).

7.4 Responsibilities and functions of Deputy Executive Deans and Deputy Deans

- (1) The relevant Executive Dean or Dean will determine the full scope of responsibilities for Deputy Executive Deans or Deputy Deans reporting to them, in addition to responsibilities and functions specified in this Rule.
- (2) Deputy Executive Deans and Deputy Deans will contribute to strategic leadership and planning by:
 - (a) serving as members of the Leadership Group;
 - (b) contributing to the development and implementation of the overall faculty strategy;
 - (c) performing the role of the Executive Dean or Dean when that person is absent;
 - (d) in some circumstances, participating in whole-of-University decision-making, through the same fora as Heads of School;
 - (e) having input into, and communicating to staff, the University strategic plan and governance; and
 - (f) in some circumstances, monitoring and maintaining quality, standards and excellence in education and research.
- (3) Deputy Executive Deans and Deputy Deans will contribute to academic leadership by providing strategic input into the academic management of the faculty.
- (4) Deputy Executive Deans and Deputy Deans will contribute to financial management by:
 - (a) serving as members of the Leadership Group;

- (b) contributing to the development of the faculty budget and financial strategy; and
- (c) providing input into management of financial matters for the faculty.
- (5) Deputy Executive Deans and Deputy Deans will contribute to operational management by:
 - (a) providing strategic input into the operational management of the faculty; and
 - (b) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties.
- (6) Deputy Executive Deans and Deputy Deans will contribute to people leadership and management as appropriate within the faculty.
- (7) Deputy Executive Deans and Deputy Deans will contribute to external community engagement, consistently with the faculty strategy and their position accountabilities.
- (8) Deputy Executive Deans and Deputy Deans will contribute to risk management as directed by the Executive Dean or Dean, consistently with their position accountabilities.

7.5 Responsibilities and functions of Heads of School

- (1) Heads of School will contribute to strategic leadership and planning by:
 - (a) serving as a member of the Leadership Group;
 - (b) contributing to the development of the overall faculty strategy;
 - (c) developing and deploying research and education strategies at school level in line with faculty strategy;
 - (d) ensuring, on behalf of the faculty, that requirements for monitoring, reporting and compliance with national standards of professional practice, regulation and course accreditation, are met;
 - (e) planning and leading curriculum design and delivery;
 - (f) participating in faculty committees as appropriate;
 - (g) leading any school leadership team;
 - (h) participating in, and communicating to school staff, whole-of-University decision making, at school level; and
 - (i) monitoring and maintaining quality, standards and excellence in education, research, policy and professional practice.
- (2) Heads of School will contribute to academic leadership by:
 - (a) being responsible for curriculum (learning and teaching), design and delivery;
 - (b) for professional schools, ensuring accreditation standards are maintained;
 - (c) where appropriate, developing the clinical practice framework;
 - (d) providing leadership in all academic fields of endeavour of the school;
 - (e) ensuring the faculty education, research and research education strategies are resourced and achieved at school level;

- (f) managing talent at the school level within priorities, processes and strategies set by the faculty; and
 - (g) liaising with the relevant Associate Deans in relation to delivery of strategies.
- (3) Heads of School will contribute to financial management by:
- (a) serving as a member of the Leadership Group;
 - (b) contributing to the development of the overall faculty budget and financial strategy;
 - (c) implementing the faculty financial strategy at the school level;
 - (d) being accountable for financial management of the school and for achieving financial targets; and
 - (e) making decisions at the school level.
- (4) Heads of School will contribute to operational management by:
- (a) ensuring that there are appropriate resources and University-consistent processes for effective operational management in the school;
 - (b) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the school;
 - (c) managing resources appropriately, including ensuring consistency of systems, processes and practices; and
 - (d) ensuring coherence and consistency of operational processes within the faculty.
- (5) Heads of School will contribute to people leadership and management by:
- (a) attracting and recruiting outstanding talent and making appointment decisions for the school, within the overall faculty strategy;
 - (b) determining whether there is a need to appoint a Deputy Head and, if required, establishing the position requirements;
 - (c) providing leadership through mentoring and nurturing of talent and ensuring staff development opportunities (professional and academic) are part of the school culture;
 - (d) being responsible for performance management and development targets for all direct reports and affiliates (jointly with partner organisations where appropriate) including:
 - (i) performance review;
 - (ii) coaching; and
 - (iii) feedback for professional development;
 - (e) promoting and leading strategies designed to ensure an inclusive workplace; and
 - (f) implementing workforce planning, recruitment and resources strategies to ensure that the school's future staffing needs are met.
- (6) Heads of School will contribute to external community engagement by:
- (a) supporting the Executive Dean or Dean in implementing external engagement strategies;

- (b) identifying strategic opportunities within external communities;
 - (c) for professional schools, ensuring deep engagement with accreditation, professional bodies, industry and the sector; and
 - (d) together with the Executive Dean or Dean and the Leadership Group, ensuring continuing and deep engagement with the alumni community.
- (7) Heads of School will contribute to risk management by:
- (a) identifying and managing relevant risks;
 - (b) ensuring and verifying that appropriate resources and processes are in place to achieve work health and safety compliance; and
 - (c) ensuring compliance with the University's work health and safety management system.

Note: See [Work Health and Safety Policy 2016](#).

7.6 Responsibilities and functions of Heads of Clinical School

- (1) Heads of Clinical School will contribute to strategic leadership and planning by:
- (a) serving as a member of the Leadership Group;
 - (b) contributing to the development of the overall faculty strategy;
 - (c) developing and deploying strategies within the clinical school which are consistent with faculty strategy and, as appropriate, with health partner and community strategies;
 - (d) planning and leading delivery of curriculum and research initiatives in the clinical school, together with schools as appropriate;
 - (e) participating in faculty committees as appropriate;
 - (f) monitoring and maintaining quality, standards and excellence in education, research, and health and clinical practice and training.
- (2) Heads of Clinical School will contribute to academic leadership by:
- (a) being responsible for curriculum (learning and teaching) delivery in the clinical school;
 - (b) being responsible for delivery of the clinical practice framework and complex clinical examination requirements as necessary;
 - (c) being responsible for delivery of programs according to accreditation standards;
 - (d) providing leadership in all academic fields of endeavour in the clinical school;
 - (e) ensuring the faculty education, research and research education strategies are resourced and achieved at the clinical school level;
 - (f) being responsible for talent management at the clinical school level:
 - (i) within the priorities, processes and strategies set by the faculty and schools, as appropriate; and
 - (ii) in the context of the faculty's health and community partners; and



- (g) liaising with faculty Associate Deans in relation to delivery of relevant strategies.
- (3) Heads of Clinical School will contribute to financial management by:
- (a) serving as a member of the Leadership Group;
 - (b) implementing the faculty financial strategy at the clinical school level;
 - (c) being accountable for financial management of the clinical school and for achieving financial targets; and
 - (d) making decisions at the clinical school level.
- (4) Heads of Clinical School will contribute to operational management by:
- (a) ensuring that there are appropriate resources and effective, University-consistent processes, including within the health and clinical environment where applicable;
 - (b) ensuring that policies and procedures are implemented, understood and complied with in the clinical school, including in relation to:
 - (i) financial matters;
 - (ii) research;
 - (iii) clinical activities; and
 - (iv) teaching;
 - (c) managing resources appropriately (with regard to both University and health partner requirements), including ensuring consistency of systems, processes and practices;
 - (d) ensuring that clinical school's operational processes are coherent, internally consistent and consistent with those of the faculty.
- (5) Heads of Clinical School will contribute to people leadership and management by:
- (a) attracting and recruiting outstanding talent and making appointment decisions for the clinical school, in partnership with schools and consistently with the overall faculty strategy;
 - (b) determining whether there is a need to appoint a Deputy Head, and if so establishing the position requirements at a local level;
 - (c) being responsible for performance management and development targets for all direct reports and affiliates (jointly with partner organisations where appropriate), including:
 - (i) performance review;
 - (ii) coaching; and
 - (iii) feedback for professional development;
 - (d) promoting and leading strategies designed to ensure an inclusive workplace; and
 - (e) implementing workforce planning, recruitment and resources strategies to ensure that the clinical school's future staffing needs are met.
- (6) Heads of Clinical School will contribute to external community engagement by:
- (a) supporting the Executive Dean and other members of the Leadership Group in implementing external engagement strategies;



- (b) identifying strategic opportunities with external communities;
 - (c) developing and maintaining ongoing essential relationships with Local Health Districts, health partners, other health and clinical settings and local communities;
 - (d) managing industry engagement and partnerships in a clinical setting including with Local Health Districts, medical research institutes, and broader health and community settings; and
 - (e) together with the Executive Dean and the Leadership Group, ensuring continuing and deep engagement with the alumni community.
- (7) Heads of Clinical School will contribute to risk management by:
- (a) identifying and managing relevant risks;
 - (b) ensuring and verifying that appropriate resources and processes are in place to achieve work health and safety compliance;
 - (c) ensuring that risks in hospital, health and clinical settings are identified and monitored, and that appropriate risk mitigation strategies are implemented;
 - (d) managing University work health and safety compliance and requirements and, where applicable, health partner requirements.

7.7 Responsibilities and functions of Head of School and Deans of University schools

- (1) Head of School and Deans will contribute to strategic leadership and planning by:
- (a) planning, setting and communicating the vision of the University school;
 - (b) leading and living the values of the University school, particularly in relation to culture and people, and enabling the desired culture;
 - (c) with input from the Leadership Group, setting, communicating and achieving the University school strategic plan and goals aligned with overall University strategies;
 - (d) leading the Leadership Group;
 - (e) planning and leading curriculum initiatives and delivery;
 - (f) participating in, and communicating to University school staff, whole-of-University decision-making, at the University school level; and
 - (g) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Head of School and Deans will contribute to academic leadership by:
- (a) aligning strategic curriculum design with the University school mission;
 - (b) pursuing and managing strategically aligned funding and grants opportunities;
 - (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;
 - (d) overseeing the research profile, including reporting requirements;
 - (e) managing curriculum (teaching and learning) delivery;

- (f) for professional University schools, ensuring accreditation standards are maintained;
 - (g) providing leadership in all academic fields of endeavour of the University school;
 - (h) ensuring the University school's research strategy is resourced and achieved;
 - (i) managing talent, including recruitment, monitoring, promotion, performance management, retention and remuneration; and
 - (j) liaising with the Deputy Vice-Chancellor portfolios in relation to delivery of relevant strategies.
- (3) Head of School and Deans will contribute to financial management by:
- (a) proposing and controlling budget expenditure;
 - (b) leading development of the financial strategy and framework for the University school;
 - (c) with the Leadership Group, ensuring that the University school is working as efficiently as possible; and
 - (d) being accountable for financial management of the University school and for achieving financial targets.
- (4) Head of School and Deans will contribute to operational management by:
- (a) working with the Leadership Group to oversee and manage all aspects of the University school's operations;
 - (b) ensuring there are appropriate resources and University-consistent processes for effective operational management;
 - (c) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the University school;
 - (d) managing resources appropriately, including ensuring consistency of systems, processes and practices usage and application; and
 - (e) ensuring coherence and consistency of operational processes with other faculties and University schools.
- (5) Head of School and Deans will contribute to people leadership and management by:
- (a) establishing the position requirements for the Deputy Head of School and Deputy Dean;
 - (b) providing people leadership and management to all staff, including culture, mission, workforce planning, work load allocation and compliance;
 - (c) developing strategies to attract and retain outstanding talent and integrating University-wide workforce strategies into the University school;
 - (d) making appointment decisions for the University school;
 - (e) managing staff performance and development targets for all direct reports, including:
 - (i) performance reviews;
 - (ii) coaching and



- (iii) feedback;
- (f) promoting and leading strategies designed to ensure an inclusive workplace.
- (6) Head of School and Deans will contribute to external community engagement by:
 - (a) identifying development opportunities;
 - (b) ensuring and enabling a coherent fundraising strategy;
 - (c) promoting external engagement with the profession or sector, particularly at the global level;
 - (d) enabling processes and systems to support delivery;
 - (e) ensuring deep engagement with accreditation and professional bodies, industry and the relevant professional sector; and
 - (f) ensuring continuing and deep engagement with the alumni community.
- (7) Head of School and Deans will be responsible for risk management, including:
 - (a) identifying and managing relevant risks;
 - (b) establishing contingency plans to support the ongoing supply of critical resources needed to maintain business-as-usual activity and service delivery to the University;
 - (c) ensuring and verifying that appropriate resources and processes are in place to achieve work health and safety compliance; and
 - (d) ensuring compliance with the University work health and safety management system.

Note: See [Work Health and Safety Policy 2016](#).

7.8 Responsibilities and functions of Associate Deans

- (1) Associate Deans will contribute to strategic leadership and planning by:
 - (a) contributing to planning, setting, communicating and achieving the faculty or University school strategic plan and goals, aligned with overall University strategies;
 - (b) providing a strategic conduit and feedback loop between the faculty or University school and its portfolio-aligned Deputy Vice-Chancellor and University Executive committee;
 - (c) working to harness ideas and activities to support the academic distinctiveness of the faculty or University school;
 - (d) ensuring consistency with central portfolio services;
 - (e) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and
 - (f) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Associate Deans will contribute to academic leadership by:
 - (a) leading the implementation, relevant to their portfolio, of agreed strategies across all academic units with the faculty or University school, in the context of its academic distinctiveness;



- (b) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;
 - (c) participating in decisions on behalf of the faculty or University school at their respective University Executive committee;
 - (d) consulting across all academic units within the faculty or University school to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the faculty or University school to ensure effective implementation and delivery;
 - (e) communicating and managing interdependencies with other Associate Dean positions within the faculty or University school, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and
 - (f) implementing University policy in relation to their portfolio.
- (3) Associate Deans will contribute to financial management by:
- (a) contributing to the establishment of the faculty's or University school's strategic financial goals and operational financial management practices to contribute to financial sustainability; and
 - (b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.
- (4) Associate Deans will contribute to operational management by:
- (a) supporting the smooth operation of the faculty or University school;
 - (b) identifying portfolio related infrastructure requirements and resourcing needs; and
 - (c) meeting governance and compliance requirements in relation to their portfolio.
- (5) Associate Deans will contribute to people leadership and management by:
- (a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the faculty or University school's strategies and goals; and
 - (b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.
- (6) Associate Deans will contribute to external community engagement by:
- (a) contributing in the relevant area of expertise to the faculty or University school's strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;
 - (b) identifying strategic opportunities within external communities, so that the faculty or University school has a strong and effective external engagement profile at the national and global level; and
 - (c) managing external accreditation processes as relevant to the portfolio.

PART 8 – BOARD OF INTERDISCIPLINARY STUDIES

8.1 Application

This Part applies to all:

- (a) faculties; and
- (b) University schools

8.2 Membership of Board of Interdisciplinary Studies

- (1) There will be a Board of Interdisciplinary Studies.
- (2) The Board of Interdisciplinary Studies will consist of:
 - (a) the Provost and Deputy Vice-Chancellor or their nominee, who will perform the role of Chair;
 - (b) the Deputy Vice-Chancellor (Education) or their nominee;
 - (c) the Executive Dean, Deans, Head of School and Deans, or their nominees, of faculties and University schools that offer Liberal Studies degrees;
 - (d) the Executive Dean, Deans, Head of School and Deans, or their nominees, of two other faculties or University schools that offer majors, minors or units of study in the Bachelor of Advanced Studies;
 - (e) the course coordinators of the cross-faculty and University school degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies;
 - (f) the directors or their nominees of the:
 - (i) Charles Perkins Centre;
 - (ii) China Studies Centre; and
 - (iii) Sydney Southeast Asia Centre;
 - (g) the Director of the Centre for Continuing Education;
 - (h) the Head of the Open Learning Environment;
 - (i) not more than two students enrolled in interdisciplinary degrees, diplomas and certificates administered by the Board of Interdisciplinary Studies, who are appointed by the Academic Board on the nomination of the Chair of the Academic Board in consultation with student members of the Academic Board and the relevant student organisations; and
 - (j) co-opted members appointed by resolution of the Board of Interdisciplinary Studies.
- (3) The members appointed in accordance with subsections (2)(d), 2(i) and 2(j) will hold office for a period of two years from 1 January of the year following their appointment.
- (4) Members will be eligible for reappointment.
- (5) A person will cease to be a member if they cease to hold the title or qualifications in respect of which they were eligible to be a member.

- (6) If a vacancy occurs in the office of a member appointed in accordance with subsections (2)(d), 2(i) and 2(j):
 - (a) the vacancy may be filled in the same manner as the appointment; and
 - (b) the person appointed to fill the vacancy will hold office for the balance of the term of the person being replaced.
- (7) The members of the Board of Interdisciplinary Studies may elect a Deputy Chair from among its members.
- (8) The Deputy Chair will assume the powers and duties of the Chair if the Provost is absent or unable to perform the role.

8.3 Board of Interdisciplinary Studies meetings

- (1) The Chair or their nominee will convene a meeting of the Board of Interdisciplinary Studies at least twice per year.
- (2) The Chair or their nominee will convene such other meetings of the Board of Interdisciplinary Studies as they consider necessary or as required by the:
 - (a) Vice-Chancellor;
 - (b) Academic Board; or
 - (c) Senate.
- (3) The Chair or their nominee will, at least two weeks before the date fixed for the holding of a meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
 - (a) A full agenda should be circulated at least one week before the meeting.
- (4) Six members will constitute a quorum for the transaction of business at a meeting.
- (5) No business may be transacted at a meeting unless a quorum is present.
- (6) A meeting may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (7) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.

8.4 Responsibilities and functions of the Board of Interdisciplinary Studies

- (1) The Board of Interdisciplinary Studies will exercise its responsibilities and functions subject to:
 - (a) the authority of the Senate and the Academic Board; and
 - (b) the Act, the By-law, and relevant rules, policies and procedures.

- (2) The Board of Interdisciplinary Studies will provide interdisciplinary supervision of the award of the interdisciplinary qualifications listed in the resolutions of Senate relating to degrees, diplomas and certificates of the Board of Interdisciplinary Studies, and will:
- (a) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in those interdisciplinary degrees, diplomas and certificates;
 - (b) ensure that:
 - (i) appointment of supervisors and examiners of higher degree by research candidatures;
 - (ii) course and candidature management; and
 - (iii) student support and advice;are appropriately provided consistently with the applicable course resolutions and University policy and procedures;
 - (c) make recommendations to the Academic Board on matters relating to the interdisciplinary degrees, diplomas and certificates; and
 - (d) consider and report on all matters referred to it by Senate, the Academic Board or Vice-Chancellor.
- (3) In relation to the Shared Pool, Dalyell Stream, Open Learning Environment, Bachelor of Advanced Studies and the Master of Advanced Studies, the Board of Interdisciplinary Studies will:
- (a) recommend to the Academic Board resolutions for the Bachelor of Advanced Studies and Master of Advanced Studies degrees;
 - (b) recommend to the Academic Board resolutions for combined degrees with the Bachelor of Advanced Studies and Master of Advanced Studies;
 - (c) provide academic oversight for the quality and outcomes of the teaching, curriculum, supervision, progression and assessment in the Bachelor of Advanced Studies and Master of Advanced Studies by augmenting the faculty and University school based supervision of their constituent academic components wherever interdisciplinary consideration is required;
 - (d) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing as available for credit of elective units of study, majors and minors for the Shared Pool, the Dalyell Stream, the Bachelor of Advanced Studies, and specialisations in the Master of Advanced Studies;
 - (e) approve the listing of units of study in the Open Learning Environment;
 - (f) provide academic oversight for the quality and outcomes of the teaching, curriculum and assessment of units offered via the Open Learning Environment;
 - (g) ensure that appropriate course and candidature management, student support and advice is provided to students enrolled in the degree, through the office of the relevant faculty or University school or academic units; and
 - (h) make recommendations to the Academic Board on:
 - (i) the curriculum;

- (ii) course resolutions for the Bachelor of Advanced Studies, Master of Advanced Studies and combined degrees with either of these; and
 - (iii) any other matter relating to these degrees.
- (4) In relation to other interdisciplinary qualifications, the Board of Interdisciplinary Studies will:
 - (a) approve, on the advice of the relevant faculty or University school and subject to relevant policy, the listing of units of study, majors and minors to be made available in the shared pool for all Liberal Studies bachelor degrees; and
 - (b) report to the Deputy Vice-Chancellor (Education) on non-award courses approved by the Board of Interdisciplinary Studies.
- (5) In relation to continuing and extra-curricular education courses the Board of Interdisciplinary Studies will:
 - (a) approve interdisciplinary continuing education courses on the recommendation of the relevant Executive Dean, Deans or Head of School and Deans;
 - (b) approve continuing education courses offered by the Centre for Continuing Education that have not been approved by:
 - (i) the Executive Dean, Dean, Head of School and Dean; or
 - (ii) a process within a faculty or University school which has been so approved;
 - (c) monitor the quality and strategic alignment of continuing and extra-curricular education;
 - (d) receive reports on quality strategic alignment and sustainability of continuing and extra-curricular education from:
 - (i) faculties;
 - (ii) University schools;
 - (iii) centres; and
 - (iv) academic and specialist units as described in the [Continuing and Extra-Curricular Education Policy 2017](#);
 - (e) report to the Deputy Vice-Chancellor (Education) on the quality and strategic alignment of continuing and extra-curricular education; and
 - (f) report to the Provost on the sustainability of continuing and extra-curricular education.
- (6) The Board of Interdisciplinary Studies may:
 - (a) establish sub-committees to facilitate the conduct of its business; and
 - (b) delegate to those sub-committees the authority to make recommendations to the Academic Board, as prescribed in subsection 3(h).

PART 9 – STAFF ELECTIONS TO FACULTY BOARDS

9.1 Application

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering and Information Technologies;
- (d) the Faculty of Health Sciences;
- (e) the Faculty of Medicine and Health; and
- (f) the Faculty of Science.

9.2 Timing of elections

- (1) The election of staff members for each faculty board will be held in Semester 2 of every second year.
- (2) Notice of the election will be given no later than 28 days before the commencement of voting.

9.3 Term of office

- (1) The term of office of a staff member elected to a faculty board will be two years, commencing on 1 January of the year following the election.
- (2) Staff members will be eligible for reappointment or re-election.
- (3) A staff member will cease to hold office if they cease to be:
 - (a) a member of the faculty; or
 - (b) a permanent or temporary member of the academic or professional staff of the University.

9.4 Nominations

- (1) Staff who wish to stand as candidates for election as members of a faculty board must nominate themselves in accordance with the relevant University procedures.
- (2) If insufficient nominations are received to fill staff member positions on the faculty board, whether allocated positions or other positions:
 - (a) the candidates nominated will be taken to be elected; and
 - (b) the Executive Dean or Dean will consult with the remaining academic or professional staff members, and appoint academic staff members or professional staff members as required to fill the vacancies.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.

- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

9.5 Filling casual vacancies

- (1) A casual vacancy will be caused by the resignation, disqualification or death of an elected staff member.
- (2) Where possible, a casual vacancy will be filled by the staff member who, in the immediately preceding election, polled the next highest number of votes to the staff member to be replaced.
- (3) Otherwise, the Executive Dean or Dean will consult with the remaining academic or professional staff members, and appoint an academic staff member or professional staff member, as required to fill the vacancy.

9.6 Electorates

- (1) The electorate for the election of:
 - (a) academic staff members will comprise all full-time and part-time permanent and eligible temporary academic staff of the faculty;
 - (b) professional staff members will comprise all full-time and part-time permanent and temporary professional staff of the faculty;as at the date on which notice of the election is given.
- (2) Temporary staff members may vote in an election only if, as at the date on which notice of the election is given, they hold a current employment contract with a term of two years or longer (regardless of the amount of time the contract has still to run).

PART 10 – STUDENT ELECTIONS

10.1 Application

This part applies to all:

- (a) faculties;
- (b) faculty boards;
- (c) University schools;
- (d) University school boards.

10.2 Timing of elections

- (1) The election of student members for each faculty, faculty board, University school and University school board, as applicable, will be held in Semester 2 of each year.

- (2) Notice of the election will be given no later than 28 days before the commencement of voting.

10.3 Term of office

- (1) The term of office of a student elected to a faculty, faculty board, University school or University school board, as applicable, will be one year, commencing on 1 January of the year following the election.
- (2) Student members will be eligible for reappointment or re-election.
- (3) A student member will cease to hold office if the student:
 - (a) ceases to be enrolled in a course offered by the faculty, or University school, as applicable; or
 - (b) becomes a permanent or temporary member of the academic or professional staff of the faculty or University school, as applicable.

10.4 Nominations

- (1) Students who wish to stand as candidates for election as members of a faculty, faculty board, University school or University school board must nominate themselves in accordance with the relevant University procedures.
- (2) If insufficient nominations are received to fill all student positions (whether allocated positions or other positions):
 - (a) the candidates nominated will be taken to be elected; and
 - (b) the Executive Dean, Dean or Head of School and Dean (as appropriate) will consult with any other student members and the leaders of any relevant student representative body and appoint student members as required to fill the vacancy.
- (3) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated will be taken to be elected.
- (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot will be held.

10.5 Filling casual vacancies

- (1) A casual vacancy will be caused by the resignation, disqualification or death of an elected student member.
- (2) Where possible, a casual vacancy will be filled by the student who, in the immediately preceding election, polled the next highest number of votes to the student member to be replaced.
- (3) Otherwise, the Chair will:
 - (a) consult with the remaining student members and the leaders of any relevant student representative body, and appoint a student member as required to fill the vacancy; or
 - (b) direct that a by-election be held.

10.6 Electorates

The electorate for the election of student members will comprise all full-time and part-time students enrolled in an undergraduate or postgraduate award course offered by the faculty or University school.

PART 11 – STUDENT PARTICIPATION IN MEETINGS

11.1 Application

This Part applies to all:

- (a) faculties;
- (b) schools;
- (c) departments; and
- (d) University schools.

11.2 Faculty and University school meetings

- (1) A person who is a student in a faculty or University school must not:
 - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
 - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
 - (c) participate in any decision;
relating to their own candidature.
- (2) A person, other than a member of the academic staff, who is a student in a faculty or University school must not:
 - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
 - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
 - (c) participate in any decision;
relating to any other student's candidature.

11.3 Other internal meetings

- (1) A person who is a candidate for a degree, diploma or certificate of the University must not:
 - (a) be present at or participate in any discussion at a meeting;

- (b) access any confidential material, including material produced for the purpose of examination or assessment; or
 - (c) participate in any decision;
relating to their own candidature.
- (2) A person, other than a member of the academic staff, who is a candidate for a degree, diploma or certificate of the University must not:
- (a) be present at or participate in any discussion at a meeting;
 - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
 - (c) participate in any decision;
relating to any other student's candidature for a degree, diploma or certificate that is the same as or considered to be of a standing equivalent to or higher than the degree, diploma or certificate for which the person is a candidate.

PART 12 - PROCEDURES

12.1 Elections

The Returning Officer may determine procedures for the conduct of elections under this Rule.

12.2 Behaviour of election participants

- (1) The Returning Officer may determine conduct rules regulating the behaviour of candidates for, and other participants in, elections under this Rule.
- (2) A breach of any such conduct rules may constitute, as appropriate, a breach of the [Code of Conduct for Students](#) or [Code of Conduct – Staff and Affiliates](#).

PART 13 – TRANSITIONAL PROVISIONS – FACULTY OF MEDICINE AND HEALTH

13.1 Application

This Part applies only to the Faculty of Medicine and Health.

13.2 Faculty and faculty board meetings

- (1) The first faculty and faculty board meetings of the Faculty of Medicine and Health will be held in semester 2 of 2018, or such earlier time as the Executive Dean determines.

- (2) Sections 3.5(1), 3.6(1), 3.8(4)(f), 3.8(4)(h) and 3.9(1) will not apply to the Faculty of Medicine and Health until 1 January 2019.

13.3 Membership of Sydney Medical School

In addition to the requirements of section 4.4, staff and student members of the following will be members of the Sydney Medical School for the purpose of school meetings until 31 December 2018, or such other date determined by the Provost after consultation with the Executive Dean:

- (a) the School of Medical Sciences;
- (b) the Sydney School of Public Health; and
- (c) all clinical schools.

13.4 Staff elections

- (1) The Executive Dean will appoint academic staff (including staff in clinical schools and affiliates in approved leadership positions) and professional staff to serve as members of the faculty board from the date of establishment of the Faculty of Medicine and Health until 31 December 2018.
- (2) The Executive Dean will arrange for elections for members of the faculty board to be held in Semester 2, 2018.
 - (a) Members elected at these elections will hold office for one year from 1 January 2019 to 31 December 2019.
- (3) From 2019, staff elections for the Faculty of Medicine and Health will be held at the same time as elections for other faculties and University schools.

13.5 Student elections

- (1) From the date of establishment of the Faculty of Medicine and Health, students who were elected as members of the faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy will be members of the Faculty of Medicine and Health.
- (2) As soon as possible after the establishment of the Faculty of Medicine and Health the Executive Dean will appoint eight interim student members of the faculty board.
- (3) The interim student members of the faculty board:
 - (a) must be selected from among the student members of the faculty; and
 - (b) must comprise two representatives from each of the former faculties of Dentistry, Medicine, Nursing and Midwifery, and Pharmacy.
- (4) The student members of the faculty and of the faculty board will hold office from the date of their appointment until 31 December 2018.
- (5) Elections for student members will take place in Semester 2, 2018, for a one year term from 1 January to 31 December 2019.

PART 14 – RESCISSIONS AND REPLACEMENTS

14.1 Application

This Part applies to all:

- (a) faculties; and
- (b) University schools.

14.2 Rescissions and replacements

From the date of commencement of this Rule, any reference to a faculty constitution in any other rule, policy, procedures, guidelines or local provisions document is to be read as a reference:

- (a) in the case of a faculty, to Part 3 of this Rule; and
- (b) in the case of a University school, to Part 6 of this Rule.

NOTES

University of Sydney (Governance of Faculties and University Schools) Rule 2016 (as amended)

Date adopted: 12 December 2016

Date amended: 24 March 2018

31 December 2018

Date commenced: 1 January 2017

30 April 2018

1 January 2018

Administrator: Deputy Vice-Chancellor and Provost

Review date: 12 December 2021

Rescinded documents:

University of Sydney (Authority within Academic Units) Rule 2003;

Senate resolution Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans, which commenced on 25 November 2008;

Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees, which was last amended on 4 February 2014;

The constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2017, other than the constitutions for:

the Faculty of Dentistry;

the Faculty of Medicine;

the Faculty of Nursing and Midwifery; and

the Faculty of Pharmacy.

The constitution of the Sydney College of the Arts, as from 1 July 2017.

The constitutions of the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery and the Faculty of Pharmacy as at 30 April 2018.

- Related documents:
- University of Sydney (Coursework) Rule 2014
 - Coursework Policy 2014
 - Learning and Teaching Policy 2015
 - Learning and Teaching Procedures 2016
 - University of Sydney Act 1989 (as amended) (NSW)*
 - University of Sydney By Law 1999 (as amended) (NSW)*
 - University of Sydney (Coursework) Rule 2014*
 - University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*
 - University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*
 - University of Sydney (Governance of Faculties and University Schools Rule) 2016*
 - University of Sydney (Higher Degree by Research) Rule 2011 (as amended)*
 - Coursework Policy 2014
 - Policies Development and Review Procedures*

AMENDMENT HISTORY

Provision	Amendment	Commencing
4, 15	Remove references to transition period	24 March 2017
2(2)	Delete 8 January 2018. Insert 30 June 2018.	22 May 2017
15	Renumber existing section as 15(1) Add new 15(2).	22 May 2017
3.8(1)	New clause	12 July 2017
3.8(3)(a), 3.8(4)(c)(xii), 3.8(4)(d)(xiii)	“and” added to end of subclause	12 July 2017
3.8(8), 3.8(9)	Subclauses deleted	12 July 2017
3.9	Various amendments for clarification. New clauses (10) and (11) added	12 July 2017
3.18(5)(a)	“and” added to end of subclause	12 July 2017
4.1, 4.3	Various amendments for clarification	12 July 2017
4.4(1)(b)- 4.4(5)	Subclauses added	12 July 2017
4.5(2)(a)	“and” added to end of subclause	12 July 2017
4.6	Renumbered, subclause 4.6(3)(a) added; 4.6(10) typographical error corrected	12 July 2017
4.7(2)(e)	“and” added to end of subclause	12 July 2017
5.2(1)(b)	Typographical error corrected	12 July 2017
5.4	Subclause 2 added	12 July 2017
5.6	Various amendments for clarification. New subclauses (3)(a) added.	12 July 2017
5.7	Various amendments for clarification. New subclause (1)(c), (1)(d)(i) and (3) added.	12 July 2017
5.8(4)	Reference to Rules, policies and procedures added	12 July 2017
5.8(4)(c)(xii), 5.8(4)(d)(viii), 5.8(4)(h)	“and” added to end of subclause	12 July 2017
5.8(8), 5.8(9)	Subclauses deleted	12 July 2017



Provision	Amendment	Commencing
5.9(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
5.9(10)	Typographical error corrected	12 July 2017
5.9(11), 5.9(12)	Subclauses added	12 July 2017
5.16(6)(e)	“and” added to end of subclause	12 July 2017
5.17(5)(a)	“and” added to end of subclause	12 July 2017
6.3(1)(a)	“and” added to end of subclause	12 July 2017
6.3(2)	Reference to Rules, policies and procedures added	12 July 2017
6.3(5)	Subclause deleted	12 July 2017
6.4(2)(c)	Reference to Registrar changed to Provost	12 July 2017
6.4(9)	Typographical error corrected	12 July 2017
6.5(4)(a)	“and” added to end of subclause	12 July 2017
6.7(2)(a)	“and” added to end of subclause	12 July 2017
6.8(6)	Various amendments for clarification	12 July 2017
7.3(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
7.3(10)	Typographical error corrected	12 July 2017
7.4(1)(a), 7.4(2)(e), 7.4(3)(g)	“and” added to end of subclause	12 July 2017
7.5(3)(ii)	Subclause added and renumbered	12 July 2017
8.2(2)	Amendment for clarification	12 July 2017
8.3(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
8.4	Various amendments for clarification	12 July 2017
8.6(1)	Cross reference removed and typographical error corrected	12 July 2017
8.6(2)	Subclause added and subsequent subclauses deleted	12 July 2017
9.1(e), 9.1(f)	Subclauses deleted	12 July 2017

Provision	Amendment	Commencing
9.2, 9.3, 9.4	References to school and department removed and various amendments for clarification	12 July 2017
9.6	Amended for clarification	12 July 2017
9.7, 9.8, 9.9	Clauses deleted	12 July 2017
10.2	References to postgraduate studies committee deleted	12 July 2017
Part 11	New part, subsequent parts renumbered	12 July 2017
12.2	End date amended	12 July 2017
12.3(1)(b)(i)	Subclause added and subsequent subclauses renumbered	12 July 2017
12.3(1)(c), 12.3(2), 12.3(3), 12.3(4)	Subclauses deleted	12 July 2017
13.2(3)	Note added	12 July 2017
Notes	Related document added	12 July 2017
3.7(3) note	Minor typographical amendment	17 July 2017
1.3	Subsection (1) amended. Subsections (2) – (4) deleted	24 March 2018
1.4(1)	Reference to Board of Interdisciplinary Studies added	24 March 2018
1.4(2)(a)	References to Executive Deans, and Heads of Clinical School added	24 March 2018
1.4(2)(b)	Reference to Deputy Executive Dean added	24 March 2018
1.4(2)(d)	Subclause added	24 March 2018
1.5	<p>Definitions amended: academic staff member; administrative, strategic and operational affairs; Executive Committee; faculty; Leadership Group; Liberal Studies Bachelor degree; Open Learning Environment;</p> <p>Definitions added: affiliate; approved leadership position; Board of Interdisciplinary Studies; Centre for Continuing Education; Clinical School; continuing education; core Associate Dean; Dalyell stream; Deputy Dean; Deputy Executive Dean; Executive Dean; Executive Dean's Committee; extra-curricular education; Head of Clinical School;</p>	24 March 2018

Provision	Amendment	Commencing
	program; school manager; Shared Pool; significant component of an award course; Definitions deleted: constitution; department; Head of Department;	
2.2	Subsections (1)(d) and (e) added; Subsection 2.2(2) deleted and subsequent clauses renumbered	24 March 2018
3.1	Subsection (e) added	24 March 2018
3.2	Subsection (1) added and subsequent clauses renumbered; subsections (2) and (3) amended. References to non-core Associate Deans and Executive Dean added to subsection (4).	24 March 2018
3.3	References to “strategic” and Executive Dean added	24 March 2018
3.5(2)	Typographical correction	24 March 2018
3.6	References to Executive Dean added. New subclause (6) added and subsequent clauses renumbered.	24 March 2018
3.7 (1)	References to Executive Dean, Deputy Executive Dean and Heads of Clinical School added. New subclause (a)(viii) added.	24 March 2018
3.7(2)	New subclause added and subsequent clauses renumbered	24 March 2018
3.7(3)	Typographical corrections; references to clinical schools added. New subclause (b) added.	24 March 2018
3.7(4)	Amended to refer to “eligible” temporary academic staff members	24 March 2018
3.9(1)-(3)	References to Executive Dean added	24 March 2018
3.9(5)	Subclause added and subsequent clauses renumbered	24 March 2018
3.10	Reference to Executive Dean’s or Dean’s Executive Committee added	24 March 2018
3.11	Reference to Executive Dean’s or Dean’s Executive Committee added. Reference to ‘strategic and operational affairs’ added.	24 March 2018
3.12	Reference to Executive Dean and the Executive Dean’s or Dean’s Executive Committee added	24 March 2018

Provision	Amendment	Commencing
3.13	Reference to Executive Dean, Deputy Executive Deans and Heads of Clinical Schools added	24 March 2018
3.14	Reference to Executive Dean's or Dean's Executive Committee added	24 March 2018
3.15	Reference to Executive Dean added	24 March 2018
4.1(1)	Reference to the Faculty of Medicine and Health (excluding clinical schools) added	24 March 2018
4.1(2)	Subclause added	24 March 2018
4.3	Reference to Executive Dean added	24 March 2018
4.6(2)(c)	Reference to Executive Dean added	24 March 2018
4.6.5	Subclause relating to affiliates added and subsequent clauses renumbered	24 March 2018
4.7	Clause deleted	24 March 2018
5.1-5.5	New Part 5 relating to Clinical Schools added. Subsequent renumbering of remaining Parts.	24 March 2018
6	Former Part 6 deleted.	24 March 2018
6.2(2)	Reference to 'optional' Associate Deans replaced by 'non-core'.	24 March 2018
6.3(2)	Addition of word 'strategic'	24 March 2018
6.4(b)	Addition of word 'student' before 'members'	24 March 2018
6.6(8)	Subclause added and subsequent clauses renumbered	24 March 2018
6.9(5)	Subclause added and subsequent clauses renumbered	24 March 2018
6.11	Reference to the 'strategic and operational affairs' added	
7	New Part 7 (Responsibilities and Functions) added and subsequent parts renumbered	24 March 2018
7.1	Section added.	24 March 2018
7.2	Responsibilities and functions of the Executive Dean added	24 March 2018
7.3	Responsibilities and functions of Deans moved from former s3.16 into Part 7	24 March 2018
7.4	Responsibilities and functions of Deputy Executive Deans and Deputy Deans moved from former	24 March 2018

Provision	Amendment	Commencing
	s3.17 into Part 7. Reference to Deputy Executive Deans added.	
7.5	Responsibilities and functions of Heads of School moved from former 4.7 into Part 7. Addition of word 'design' in 7.5(2)(a).	24 March 2018
7.6	Addition of section 7.6 (Responsibilities and functions of Heads of Clinical School	24 March 2018
7.7	Responsibilities and functions of Head of School and Deans of University schools moved from former section 5.16 into Part 7.	24 March 2018
7.8	Responsibilities and functions of Associate Deans moved from former 3.1 into Part 7. Reference to 'Deputy Executive Dean' added.	24 March 2018
8.2	Reference to Executive Dean added	24 March 2018
8.2(i)	Clause deleted and subsequent clauses renumbered; minor typographical corrections	24 March 2018
8.3(1)-(6)	Minor typographical corrections	24 March 2018
8.4	Subclause 8.4(2)(b) deleted and subsequent clauses renumbered	24 March 2018
	References to the Shared Pool, Dalyell Stream, Open Learning Environment, Bachelor of Advanced Studies and Master of Advanced Studies added	
	Subclause 8.4(5) added	
8.5	Former section 7.5 deleted	24 March 2018
9.1	Reference to the Faculty of Medicine and Health added	24 March 2018
9.4	Reference to the Executive Dean added	24 March 2018
9.5	Reference to the Executive Dean added	24 March 2018
9.6(1)(a)	Addition of the word 'eligible'	24 March 2018
10.4	Reference to the Executive Dean added	24 March 2018
11.3	Reference to 'Other internal meetings' added. References to 'school or department' in subclauses 11.3(1)(a) and 11.3(2)(a) deleted.	24 March 2018
13.1	Section deleted. New section referring to the Faculty of Medicine and Health added.	24 March 2018

Provision	Amendment	Commencing
13.2 – 13.5	Sections added.	24 March 2018
Part 14	New Part added, replacing former section 13.2	24 March 2018
3.8(6)	References to standing committees on curriculum approvals added	1 January 2019
3.8(7)	References to standing committees on curriculum approvals added	1 January 2019
3.8A	Sections added – standing committees responsible for curriculum approvals	1 January 2019
6.8(6)	References to standing committees on curriculum approvals added	1 January 2019
6.8(7)	References to standing committees on curriculum approvals added	1 January 2019
6.8A	Sections added – standing committees responsible for curriculum approvals	1 January 2019
6.9(12)	References to standing committees on curriculum approvals added	1 January 2019