



UNIVERSITY OF SYDNEY (ACADEMIC BOARD) RULE 2017

The Senate of the University of Sydney, 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* for the purposes of the *University of Sydney By-law 1999*.

Adopted on: 23 August 2017

Amended on: 27 June 2018

Effective from: 1 September 2017

23 July 2018

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PART 1 PRELIMINARY

1.1 Name of Rule

This is the University of Sydney (Academic Board) Rule 2017.

1.2 Commencement

This Rule commences on 31 July 2017.

1.3 Purpose of Rule

The purpose of this Rule is to provide for the constitution, functions and operations of the Academic Board.

1.4 Interpretation

(1) In this Rule:

Academic Board	means the Academic Board established by section 15 of the University of Sydney Act 1989 (NSW)
Act	means the University of Sydney Act 1989 (NSW) as amended from time to time
academic staff member	has the meaning given in section 50(1) of the By-Law , which at the date of this Rule is: a person who is employed as a member (other than a casual member) of the academic staff of the University.
allocated position	means a position allocated to be filled by a member of a particular school, as provided by subsection 3.3(3).
By – Law	means the University of Sydney By-Law 1999 (NSW) as amended from time to time.
Category A	means a faculty or University school which employs 5% or less of the University's full-time equivalent academic staff, as specified in Schedule 1.
Category B	means a faculty or University school which employs more than 5% and up to (and including) 15% of the University's full-time equivalent academic staff, as specified in Schedule 1.



Category C	means a faculty or University school which employs more than 15% and up to (and including) 25% of the University's full-time equivalent academic staff, as specified in Schedule 1.
Category D	means a faculty or University school which employs more than 25% of the University's full-time equivalent academic staff, as specified in Schedule 1.
centre	means an academic grouping or collaborative network established by the University to add value to research or education activities, enhance collaboration and increase knowledge transfer.
clinical school	means any clinical school in the Faculty of Medicine, or any such school as may be defined in the University of Sydney (Governance of Faculties and University Schools) Rule 2016 .
enrolled student	has the meaning given in section 50(1) of the By-Law , which at the date of this Rule is: means a person (other than a person who is an academic staff member) who is enrolled as a student in an award course at the University.
faculty	means, as appropriate, a faculty or a University school.
Faculty General Managers Committee	means the University Executive subcommittee of that name.
Heads of School Committee	means the University Executive subcommittee of that name.
procedures	means any procedures associated with this Rule, as provided in Part 8.
quota requirement	means the requirements for representation of academic staff between Levels A-C and Levels D – E specified in subsection 3.3(4).
Returning Officer	means the Secretary to Senate, or their nominee.
school	means a school within a faculty, established and constituted consistently with the provisions of the University of Sydney (Governance of Faculties and University Schools) Rule 2016 .
Secretary to the Academic Board	means the Secretary to Senate or their nominee.
University Executive	means the senior management committee comprised of the Vice-Chancellor, Deputy Vice-Chancellors, Deans of Faculties, Vice-Principals and Chair of the Academic Board.
University school	means a University school as constituted and established by the University of Sydney (Governance of Faculties and University Schools) Rule 2016 .



- (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.

PART 2 PURPOSE AND FUNCTIONS OF THE ACADEMIC BOARD

2.1 Principal responsibilities

- (1) Subject to the Act, the By-law, the governing authority of the Senate and to the powers of the Vice-Chancellor, the Academic Board has the functions, powers and responsibilities set out in this part.
- (2) The Academic Board has principal responsibility for:
 - (a) assuring the highest standards in teaching, scholarship and research and, in so doing, safeguarding the academic freedom of the University;
 - (b) overseeing and monitoring the development of academic activities of the University;
 - (c) communicating with the academic community, particularly through academic organisational units such as faculties, University schools, boards of studies and centres; and
 - (d) providing a forum for debate and information flow within the University in relation to academic matters.

2.2. Specific roles and powers

- (1) Subject to any inconsistent provision in the Act, By- Law or any Rule, the Academic Board will determine standards and, after consultation with the University Executive, determine policy in relation to:
 - (a) admission requirements;
 - (b) programs of study, including requirements for the award of any qualification;
 - (c) progression requirements;
 - (d) examinations and assessment;
 - (e) student recognition awards, including scholarships, subsidies or prizes; and
 - (f) such other matters as Senate may delegate to it.

Note: See the [University of Sydney \(Delegations of Authority – Academic Functions\) Rule 2016](#) for details of the Academic Board's delegated powers.

See the [University of Sydney \(Policies Development and Review\) Rule 2011](#) for details of the requirements for developing and registering policies and procedures.

- (2) The Academic Board will consider and, if appropriate, approve new academic award courses and amendments to existing courses, provided that the approved new or amended course:
 - (a) is tabled and considered at the next appropriate Senate meeting; and



- (b) may not commence until after it has been endorsed by Senate.
- (3) The Academic Board will provide advice to Senate, the Vice-Chancellor and the University Executive about academic matters, including but not limited to:
 - (a) teaching, research and educational programs;
 - (b) academic priorities;
 - (c) academic aspects of current and proposed University strategic plans;
 - (d) academic aspects of policies and procedures, including but not limited to those relating to the appointment, promotion and conditions of employment of academic staff;
 - (e) establishing and maintaining academic standards; and
 - (f) any academic matter it considers to be of strategic importance.
- (4) Jointly with the University Executive, the Academic Board will initiate and oversee a formal program of reviews of the academic activities of the University and its academic organisational units.
- (5) The Academic Board may receive, and may direct provision of, reports from faculties and other organisational units in relation to academic matters.

2.3 Reporting

- (1) The Academic Board must report to Senate:
 - (a) after each meeting of the Academic Board, on its activities; and
 - (b) annually, on its activities and its assessment of its own performance.
- (2) The Academic Board will consider, and report on, all matters referred to it by the Senate or the Vice-Chancellor.

PART 3 MEMBERSHIP

3.1 Membership of Academic Board

The Academic Board will consist of:

- (a) the Chair;
- (b) the Vice-Chancellor;
- (c) the *ex officio* members;
- (d) the elected staff members;
- (e) the student members; and
- (f) appointed or co-opted members.

3.2 *Ex officio* members

The *ex-officio* members will be:

- (a) the Vice-Chancellor;



- (b) the Deputy Vice-Chancellors;
- (c) the Pro Vice-Chancellors;
- (d) the Deans;
- (e) the Heads of School and Deans of University schools;
- (f) the Director, University Libraries;
- (g) the Director, Student Administrative Services;
- (h) two representatives nominated by the Heads of School Committee;
- (i) two representatives nominated by the Faculty General Managers Committee;
- (j) the President of the Students' Representative Council;
- (k) two other undergraduate students nominated by the executive of the Students' Representative Council;
- (l) the President of the Sydney University Postgraduate Representative Association;
- (m) two other postgraduate students nominated by the executive of the Sydney University Postgraduate Representative Association; and
- (n) appointed or co-opted members, as provided in section 3.5.

3.3 Elected staff members

- (1) The elected staff members must be academic staff members who do not already hold office in another capacity, elected or appointed consistently with this Rule.
- (2) Academic staff members of faculties and University schools will be entitled to elect staff members of the Academic Board from among themselves, on the following basis:
 - (a) Category A – four members each;
 - (b) Category B – eight members each;
 - (c) Category C – 12 members each;
 - (d) Category D – 16 members each.
- (3) One of each faculty or University school's member entitlement will be allocated for each school (other than a clinical school) within the faculty or University school.
- (4) In addition, the following quotas will apply to the elected members for each faculty or University school:
 - (a) at least 25% must be from Levels A-C; and
 - (b) at least 25% must be from Levels D and E, with at least one from Level E.
- (5) Election results will be determined in the manner set out in the procedures, in the following sequence:
 - (a) allocated places;
 - (b) places subject to any remaining quota requirements; then
 - (c) any remaining places.
- (6) If there are insufficient nominees to fill available places (whether allocated places or quota requirements or otherwise):



- (a) the nominees will be declared elected unopposed; and
 - (b) the Faculty Board may nominate staff members to fill the vacant positions.
- (7) When nominating staff members to fill vacant positions, the Faculty Board must take into account the need to achieve an appropriate and equitable representation of the faculty's diversity.

3.4 Student members

- (1) Subject to subsection 3.4 (3), the student members of each faculty and University school board will elect student members of the Academic Board from among themselves, on the following basis:
- (a) Category A – two members each;
 - (b) Category B – two members each;
 - (c) Category C – four members each;
 - (d) Category D – four members each.
- (2) For each faculty or University school:
- (a) at least one elected student member of the Academic Board must be an undergraduate student and one a postgraduate student; and
 - (b) the elected student members must be enrolled students who do not already hold office on the Academic Board in another capacity.

3.5 Appointed or co-opted members

- (1) The Academic Board may appoint up to four members who do not already hold office in another capacity:
- (a) on the recommendation of the Chair; and
 - (b) by resolution at an ordinary meeting.
- (2) Co-opted members are intended to be short term appointees appointed to assist the Academic Board with a particular issue or project.
- (3) Co-opted members must be appointed:
- (a) by resolution at an ordinary meeting; and
 - (b) for a specified term of office which reflects the time span of the relevant issue or project.

3.6 Terms of office

- (1) Elected staff members hold office for a term of two years commencing on 1 January in the year following their election.
- (2) *Ex officio* members hold office during the period in which they hold the position on which their membership depends.
- (3) Student members hold office for a term of one year commencing on 1 January in the year following their nomination.
- (4) Appointed and co-opted members hold office for the term, and on the conditions, specified in the resolution by which their membership is approved.



- (5) A person filling a casual vacancy holds office from the time that person is elected or appointed to do so, until the expiry of the term of the person's predecessor.

3.7 Re-election or re-nomination in the same category

- (1) Elected members of the Academic Board are eligible to be re-elected in the same category provided that:
- (a) they meet the eligibility criteria for that category at the time of their nomination; and
 - (b) they may not serve more than three, full, consecutive terms in the same category.
- (2) Student members of the Academic Board are eligible to be re-nominated in the same category provided that:
- (a) they meet the eligibility criteria for that category at the time of their nomination; and
 - (b) they may not serve more than three, full consecutive terms in the same category.

3.8 Cessation of membership

A person will cease to be a member of the Academic Board if they:

- (a) resign from the Academic Board;
- (b) cease to hold the position on which their *ex officio* membership depends;
- (c) as appropriate, cease to be an academic staff member or an enrolled student; or
- (d) die.

PART 4 OFFICE BEARERS

4.1 Chair

- (1) The Chair of the Academic Board is responsible for:
- (a) managing and supervising the functions and business of the Academic Board;
 - (b) facilitating communications between the academic community of the University, the University Executive and Senate;
 - (c) subject to delegations of authority by Senate and resolutions of the Academic Board, apportioning authority for carrying out the Academic Board's functions to other members of the Academic Board;
 - (d) reporting to Senate on behalf of the Academic Board, as required by this Rule or any request of Senate.
- (2) The Chair must be an academic staff member appointed at Level D or Level E.



- (3) Elections for the position of Chair must be held and finalised before the final meeting of the Academic Board for the year preceding the commencement of a new Chair's term of office.
- (4) The electorate for election of the Chair will consist of:
 - (a) all incoming elected staff members;
 - (b) all incoming student members; and
 - (c) all *ex officio* members.
- (5) The term of office for the Chair is:
 - (a) if elected immediately after elections for staff members of the Academic Board, two years from 1 January immediately following the election; or
 - (b) if elected at any other time, from the date of their election until 31 December immediately following the next elections for staff members of the Academic Board.
- (6) A Chair is eligible for re-election, provided that no person may serve as Chair for more than three, full, consecutive terms.
- (7) A person may not serve as Chair while they are:
 - (a) the Vice-Chancellor;
Note: The Vice-Chancellor may preside at any Academic Board meeting: see section 47(3)(b) of the [University of Sydney By-Law 1999 \(as amended\)](#).
 - (b) a Deputy Vice-Chancellor;
 - (c) a Pro Vice-Chancellor;
 - (d) a Dean; or
 - (e) a Head of School and Dean of a University school.
- (8) The office of Chair will become vacant if the occupant:
 - (a) resigns, either as Chair or from the University;
 - (b) assumes any of the positions referred to in subsection 4.1(7); or
 - (c) dies.
- (9) If the office of Chair becomes vacant on or after the last six months of the Chair's term, the vacancy must be filled by the Deputy Chair.
- (10) If the office of Chair becomes vacant before the last six months of the Chair's term, a new Chair must be elected as soon as possible, by the electorate specified in subsection 4.1(4).

4.2 Deputy Chair

- (1) The Deputy Chair of the Academic Board is responsible for:
 - (a) assisting the Chair in the performance of their functions, as determined by the Chair from time to time;
 - (b) acting as Chair when:
 - (i) the Chair is on leave;
 - (ii) the Chair is otherwise unavailable to attend meetings; or
 - (iii) the office of Chair is vacant.



- (2) The Deputy Chair must be an academic staff member.
- (3) The Deputy Chair must be appointed by the Academic Board on the recommendation of the Chair:
 - (a) from among the Committee Chairs;
 - (b) by ordinary resolution;
 - (c) at, or as soon as possible after, the meeting at which Committee Chairs are appointed.
- (4) If the Deputy Chair is required to act as Chair but is unavailable or unable to do so, the Academic Board may appoint an interim Acting Chair for a specified period.
 - (a) Such an appointment may be made by ordinary resolution, at a meeting or by circular resolution.
- (5) The term of office of the Deputy Chair is:
 - (a) if appointed after elections for staff members of the Academic Board, two years from 1 January immediately following the election; or
 - (b) if appointed at any other time, from the date of their appointment until 31 December immediately following the next elections for staff members of the Academic Board.
- (6) A Deputy Chair is eligible for re-election, provided that no person may serve as Deputy Chair for more than three, full, consecutive terms.
- (7) A person may not serve as Deputy Chair while they are:
 - (a) the Vice-Chancellor;
 - (b) a Deputy Vice-Chancellor;
 - (c) a Pro Vice-Chancellor;
 - (d) a Dean; or
 - (e) a Head of School and Dean of a University school.
- (8) The office of Deputy Chair will become vacant if the occupant:
 - (a) resigns, either as Deputy Chair or from the University;
 - (b) assumes any of the positions referred to in subsection 4.2 (7); or
 - (c) dies.
- (9) If the office of Deputy Chair becomes vacant the Academic Board must appoint a new Deputy Chair, as provided in subsection 4.2(3).
 - (a) A person elected under this subsection will hold office for the remainder of their predecessor's term of office.

4.3 Committee Chairs

- (1) Committee Chairs will be appointed by the Academic Board as soon as possible after:
 - (a) the Chair of the Academic Board takes office; or
 - (b) establishment of the committee.
- (2) If necessary, the Academic Board may appoint a Committee Chair by circular resolution.



- (3) The term of office of a Committee Chair is:
 - (a) if appointed after elections for staff members of the Academic Board, two years from 1 January immediately following the election; or
 - (b) if appointed at any other time, from the date of their appointment until 31 December immediately following the next elections for staff members of the Academic Board.
- (4) A Committee Chair is eligible for re-appointment, provided that no person may serve as Chair of the same committee for more than three, full, consecutive terms.
- (5) A person may not serve as a Committee Chair while they are:
 - (a) the Vice-Chancellor;
 - (b) a Deputy Vice-Chancellor;
 - (c) a Pro Vice-Chancellor;
 - (d) a Dean; or
 - (e) a Head of School and Dean of a University school.
- (6) The office of Committee Chair will become vacant if the occupant:
 - (a) resigns, either as Committee Chair or from the University;
 - (b) assumes any of the positions referred to in subsection 4.3 (5); or
 - (c) dies.
- (7) If the office of Committee Chair becomes vacant the Chair of the Academic Board must appoint a new Committee Chair, as soon as practicable.
 - (a) A person appointed under this subclause will hold office for the remainder of their predecessor's term of office.

PART 5 ELECTIONS

- (1) Elections for staff members of the Academic Board will be held:
 - (a) in the second semester of every alternate year, commencing in the second semester of 2017; and
 - (b) in the manner specified in the procedures.
- (2) The University Secretariat will conduct the elections.
- (3) The Returning Officer's decision in relation to any matter affecting the conduct of an election will be final including, but not limited to, eligibility of candidates or results of elections.

PART 6 COMMITTEES AND WORKING PARTIES

- (1) The Academic Board will have such committees and sub-committees as it determines to be appropriate from time to time.
- (2) The Academic Board may establish committees and sub-committees by ordinary resolution.
- (3) The Chair of the Academic Board may preside at any meeting of any Academic Board Committee or sub-committee.



- (4) When establishing a committee, the Academic Board will:
 - (a) after consultation with the University Executive, determine the Terms of Reference; and
 - (b) appoint an initial Chair.
- (5) Committee membership must:
 - (a) provide appropriate discipline representation and expertise;
 - (b) as far as possible, reflect the diversity of the University community;
 - (c) include:
 - (i) academic staff members who are not members of the Academic Board;
 - (ii) non- academic staff members with relevant expertise or experience; and
 - (iii) at least one enrolled student, but preferably one undergraduate and one postgraduate enrolled student.
- (6) The Chair of each committee must report:
 - (a) to each meeting of the Academic Board, on the committee's activities; and
 - (b) annually, on the committee's activities and its assessment of its own performance.
- (7) The Academic Board, or the Chair of the Academic Board, may establish such working parties, with such terms of reference, as they consider necessary to assist or advise the Academic Board or the Chair in performance of their functions.

PART 7 MEETINGS

7.1 Meetings of the Academic Board

- (1) The Chair is responsible for convening meetings of the Academic Board, in the manner specified in the procedures.
 - (a) The Chair must convene at least six meetings in each calendar year.
 - (b) The Chair may also convene a meeting at any time on their own motion.
 - (c) The Chair must convene a meeting if requested to do so by any of:
 - (i) Senate;
 - (ii) the Vice-Chancellor; or
 - (iii) at least 50% of all members.
- (2) A meeting held or a resolution passed at a meeting is not invalid because:
 - (a) a person entitled to receive notice of the meeting did not receive it; or
 - (b) less than the prescribed time of notice was given.
- (3) A person who is acting in the position of an *ex officio* member may attend meetings and may exercise the voting rights of that position.
- (4) An *ex officio* member, elected staff member or student member may nominate a standing alternate to attend meetings on their behalf.



- (a) The member must inform the Secretary to the Academic Board in writing of the following at least two days before the next meeting:
 - (i) the fact of the appointment of the alternate;
 - (ii) the alternate's name;
 - (iii) the alternate's contact details; and
 - (iv) the alternate's position.
- (b) The alternate must meet the membership criteria applicable to the member.
- (5) Quorum for Academic Board meetings is 30 members.
 - (a) If no quorum is present within 30 minutes of the notified starting time of a meeting, the meeting may consider only procedural matters and must not transact any other business.
- (6) The Secretary to the Academic Board must arrange for minutes of each meeting to be taken and recorded.

Note: See [Recordkeeping Policy 2017](#) and [Recordkeeping Manual](#).

 - (a) Minutes must record all motions put to a meeting, and their outcomes.
 - (b) Copies of draft minutes must be provided to each member no later than the date when notice of the next meeting is given.
 - (c) Minutes, once approved, must be signed by the Chair as a true and correct record.
- (7) Any resolution which is to be put to a vote by members must be duly proposed and seconded.
- (8) Each member present at a meeting has one deliberative vote.
 - (a) Voting will be conducted by show of hands, unless a secret ballot is required.
 - (b) A secret ballot must be conducted if:
 - (i) demanded by any two members present at the meeting and entitled to vote; or
 - (ii) directed by the Chair.
- (9) Except in relation to motions of dissent under subsection 7.1(13), the Chair has one casting vote, in addition to a deliberative vote, if there is a tied vote.
 - (a) No casting vote is available in relation to a motion of dissent under subsection 7.1(13).
- (10) Ordinary resolutions will be carried by a majority of those present at the meeting and eligible to vote.
- (11) A special resolution will be carried by at least 75% of those present at the meeting and eligible to vote.
 - (a) A special resolution is required to amend any Rule made by the Academic Board.
- (12) Except for a motion of dissent in the Chair, only the Chair may put a motion without notice to a meeting of the Academic Board.
- (13) A member of the Academic Board may move a motion of dissent from a ruling by the Chair without notice.



- (a) A motion of dissent will be carried by at least 75% of those present at the meeting and eligible to vote.
- (b) A successful motion of dissent will:
 - (i) overrule the relevant ruling of the Chair; and
 - (ii) substitute a new ruling for that ruling.
- (c) The Chair must not preside when a dissent motion is put and resolved. The Deputy Chair will preside in such circumstances, and if they are not present, the Academic Board must elect another member to preside.

7.2 Meetings of Committees

- (1) Committee Chairs are responsible for convening committee meetings, and will determine the schedule of meetings in consultation with the Chair of the Academic Board.
- (2) A member of a committee may nominate an alternate to attend a meeting on their behalf, by giving written notice to the relevant Chair at least two days before any meeting the alternate is to attend.
- (3) Meeting and quorum requirements for committees will be as specified in their Terms of Reference.
- (4) The Secretary to the Academic Board will arrange for minutes of each committee meeting to be taken and recorded.

Note: See [Recordkeeping Policy 2017](#) and [Recordkeeping Manual](#).

PART 8 ADMINISTRATIVE MATTERS

8.1 Procedures

- (1) The Returning Officer may determine procedures for the conduct of elections under this Rule
- (2) The Returning Officer may determine conduct rules regulating the behaviour of candidates for, and other participants in, elections under this Rule.
 - (a) 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](#).
- (3) The Chair of the Academic Board may determine any other procedures as they consider necessary for the implementation of this Rule.

8.2 Transitional provisions

- (1) On a future date, to be determined by the Vice-Chancellor, the University will consolidate the following faculties:
 - (a) the faculty of Dentistry
 - (b) the faculty of Medicine
 - (c) the faculty of Nursing and Midwifery; and



- (d) the faculty of Pharmacy.
- (2) Members of the Academic Board elected under this Rule and in office at the date of effect of any such consolidation (whether undertaken in one or more stages) will remain members until the expiration of the term for which they were elected.
- (3) The entitlement of consolidated faculties to elect members of the Academic Board will commence at the first election held after the date of any consolidation, and will be calculated consistently with the requirements of section 3.3 of this Rule.

8.3 Rescissions and replacements

This document replaces the *University of Sydney (Academic Governance) Rule 2009 (as amended)* which is rescinded as from the date of commencement of this Rule.

NOTES

University of Sydney (Academic Board) Rule 2017

Date adopted: 23 August 2017

Date commenced: 1 September 2017

Rescinded documents: *University of Sydney (Academic Governance) Rule 2009 (as amended)*.

Related documents:

University of Sydney Act 1989 (NSW)

University of Sydney By-Law 1999 (NSW)

University of Sydney (Delegations of Authority – Academic Functions) Rule 2016

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

Code of Conduct for Students

Code of Conduct – Staff and Affiliates

Recordkeeping Policy 2017

Recordkeeping Manual

AMENDMENT HISTORY

Provision	Amendment	Commencing
3.4(3)	Deleted	23 July 2018



THE UNIVERSITY OF
SYDNEY



SCHEDULE 1 - CATEGORISATION OF FACULTIES AND UNIVERSITY SCHOOLS

Category A	<ul style="list-style-type: none">• The University of Sydney School of Architecture, Design and Planning• The University of Sydney Law School• Sydney Conservatorium of Music• Faculty of Dentistry• Faculty of Pharmacy• The University of Sydney Nursing School
Category B	<ul style="list-style-type: none">• The University of Sydney Business School• Faculty of Engineering and Information Technologies• Faculty of Health Sciences
Category C	<ul style="list-style-type: none">• Faculty of Arts and Social Sciences• Faculty of Science• Faculty of Medicine
Category D	Nil

Note: As at the date of commencement of this Rule, the University is undergoing a period of organisational redesign and transition. This schedule sets out the position as at the date of this Rule, and will be amended as the redesign process progresses.