Academic Board
Induction 2018

Presented by
Associate Professor Tony Masters
Chair of Academic Board

Associate Professor Wendy Davis (Chair AQC)
Professor Jane Hanrahan (Deputy Chair AB & Chair ASPC)
Dr Melissa Hardie (Chair USC)
Associate Professor Michael Kertesz (Chair GSC)

Dr Matthew Charet (Executive Officer)
## Program

<table>
<thead>
<tr>
<th>No</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>University Governance – An Overview</td>
</tr>
<tr>
<td>2</td>
<td>Structure of the Academic Board</td>
</tr>
<tr>
<td>3</td>
<td>Who is on the Academic Board?</td>
</tr>
<tr>
<td>4</td>
<td>Meeting Processes</td>
</tr>
<tr>
<td>5</td>
<td>Further opportunities to participate</td>
</tr>
<tr>
<td>6</td>
<td>Questions</td>
</tr>
</tbody>
</table>
University Governance – An Overview

- NSW State Parliament
- University Senate
- Academic Board
- Higher Education Regulatory Framework
- Academic Community
- Community and Professional Expectations
University Governance – An Overview

*University of Sydney Act 1989 (NSW)* (the Act)

1) there is to be an Academic Board of the University, consisting of:
   a) the Vice-Chancellor, and
   b) such other persons as the Senate may, in accordance with the by-laws, determine.

2) subject to subsection (1), the constitution and functions of the Academic Board are to be as prescribed in the by-laws.
1) the Academic Board:
   a) is to comprise at least 18 members and (subject to this clause) to consist of
      the membership prescribed by rules made by the Senate, and
   b) is to have the functions prescribed by the rules made by the Senate, and
   c) is to report directly to this Senate.

2) Of the members of the Academic Board:
   a) one is to be Chair and one is to be Deputy Chair, and
   b) at least 9 are to be academic staff members, of whom at least 4 are to
      be professors, and at least 4 are not to be professors, and
   c) at least 9 are to be enrolled students.

3) For the purposes of section 17 of the Act, the Academic Board is
   prescribed as a body to which the Senate may delegate its
   functions.
University Governance – An Overview

- Senate Rules, including:
  - University of Sydney (Governance of Faculties and University Schools) Rule 2016 (GOFUS)
  - University of Sydney (Delegations of Authority – Academic Functions) Rule 2016
  - University of Sydney (Academic Board) Rule 2017
  - University of Sydney (Coursework) Rule 2014
  - University of Sydney (Higher Degree by Research) Rule 2011 (as amended)

- University policies and procedures such as:
  - Assessment Procedures 2011
  - Coursework Policy 2014
  - Learning and Teaching Policy 2015 and Procedures 2016
  - Thesis and Examination of Higher Degrees by Research Policy 2015 and Procedures 2015
  - Code of Conduct for Students

- Guidelines, Faculty and course resolutions, local provisions etc
Academic Board and Academic Board Committees

ACADEMIC BOARD

Academic Quality
  HDR Exams Sub-Committee

Academic Standards & Policy
  Admissions Sub-Committee

Graduate Studies
  HDR Scholarships Sub-Committee

Undergraduate Studies
Who is on the Academic Board?

- The Chair
- The Vice-Chancellor
- All Deputy Vice-Chancellors and Pro-Vice-Chancellors
- All Deans and Heads of School and Deans of University schools
- The Director, University Libraries
- The Director, Student Administrative Services
- Two representatives nominated by the Heads of School Committee
- Two representatives nominated by the Faculty General Managers Committee
- The President of the SRC and two other undergraduate students nominated by the executive of the SRC
- The President of SUPRA and two other postgraduate students nominated by the executive of SUPRA
- Elected academic staff from each faculty and University school
- Elected students from each faculty and University school
- Appointed or co-opted members
Responsibilities of the Academic Board (1)

These are set out in the Academic Board Rule and include:

— assuring the highest standards in teaching, scholarship and research and, in so doing, safeguarding the academic freedom of the University

— overseeing and monitoring the development of academic activities of the University

— communicating with the academic community

— providing a forum for debate and information flow within the University in relation to academic matters
Responsibilities of the Academic Board (2)

Academic Board will:
– determine standards and policy in relation to:
  a) admission requirements
  b) programs of study, including requirements for award of qualifications
  c) progression requirements
  d) examinations and assessment
  e) student recognition awards, including scholarships, subsidies or prizes
  f) such other matters as Senate may delegate to it.
Responsibilities of the Academic Board (3)

Academic Board will:

– approve new academic award courses and amendments to existing courses.
Responsibilities of the Academic Board (4)

Academic Board will:

– provide advice to Senate, the Vice-Chancellor and the University Executive about academic matters:
  
a) teaching, research and educational programs
b) academic priorities
c) academic aspects of current and proposed University strategic plans; academic aspects of policies and procedures, including those relating to the appointment, promotion and conditions of employment of academic staff
d) establishing and maintaining academic standards
e) any academic matter it considers to be of strategic importance.
Responsibilities of the Academic Board (5)

Academic Board will:

– jointly with the University Executive, initiate and oversee a formal program of reviews of the academic activities of the University and its academic organisational units.
  
  – These are coordinated by the Office of the Provost
  
  – Four phases to date, focusing on whole-of-faculty review
  
  – Phase 5 commences in 2018 and will initiate a process of thematic reviews – Student Wellbeing and Safety is the focus for the first review
Committee structures

In order to discharge these responsibilities, the Academic Board has established committees and sub-committees:

- **Academic Standards and Policy** – chaired by Jane Hanrahan
  - **Admissions Sub-Committee** – chaired by Tim Wilkinson
- **Undergraduate Studies** – chaired by Melissa Hardie
- **Graduate Studies** – chaired by Michael Kertesz
  - **HDR Scholarships Sub-Committee** – chaired by Shae McCrystal
- **Academic Quality** – chaired by Wendy Davis
  - **HDR Examinations Sub-Committee** – chaired by Kathleen Nelson

Membership of these committees is designed to sustain the principle of representation of different academic communities while expanding the range of academic and professional staff and students who contribute to academic decision-making.
Meeting procedures and attendance (1)

- The Academic Board and committees meet approximately six times per year, with dates available online.
- For committees, a call for agenda items is sent by the University Secretariat approximately three weeks before each meeting.
  - You are welcome to submit items for consideration at the meeting by contacting the Committee Secretary.
- The agenda (with collated papers) is distributed one week prior to each meeting via direct email, and is also available online.
- The Academic Board agenda will contain starred and unstarred items. Unstarred items will be approved without discussion.
  - If you wish to star an unstarred item, this must be done in writing prior to the meeting. Items will not be starred at the meeting.
Meeting procedures and attendance (2)

- Meeting protocol
  - Address your comments to the Chair, who manages the meeting
  - Communications should be collegial (although you do not have to agree!)
- Recommendations and resolutions
- Meeting follow-up and communication
  - How are decisions communicated?
  - What are my responsibilities?
What does membership of the Academic Board entail?

— Attendance at meetings
— Engagement with the agenda papers
— Participation in discussion at the meeting
  — note that you are present not as a representative of your faculty or University school (this is why the Deans are ex officio members), but to bring your discipline-informed experience to the Board
— Post-meeting informal communication of discussion and outcomes to colleagues

— For academic staff members, acting as an Academic Board Nominee (ABN) on recruitment selection panels
What is an Academic Board Nominee?

– An **Academic Board Nominee (ABN)** is a member of the Academic Board or a nominee of the Chair of Academic Board who, as a member of a recruitment selection committee, ensures that academic standards are maintained.

– An ABN:
  – Represents the Academic Board on promotion committees and selection panels for academic appointments
  – Makes themselves available for appointment to such committees (via a published list of ABNs)
Expectations of an ABN

- Participation
  - sitting on 3–4 selection panels per year.
- Uphold academic standards
  - ensuring that the applicants have met the requirements of the level of the position.
- Question and raise matters of policy or compliance
  - raise questions throughout discussions relating to any aspect of the process or compliance.
Further opportunities to participate

— Academic Board committees
  — Places on all committees of the Academic Board are reserved for members of the Academic Board. Current vacancies include:
    • 2 staff positions on the Academic Quality Committee
    • 1 staff position on the Undergraduate Studies Committee
    • 2 staff positions on the Graduate Studies Committee
    • Student positions on all committees

— Contributions to policy development
  • Participation on working parties and taskforces

— Responding to initiatives/requests from the DVC portfolios, the VC and/or Senate

— etc...
Questions?