

The [University of Sydney \(Academic Board\) Rule 2017](#) defines the role of the Chair of the Academic Board as follows:

**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).

The Chair is a full-time position for the term of membership (two years), with the elected chair released from their home faculty during this term. The Chair has an office in the Quadrangle (Room L3.02) with support from staff within the University Secretariat.

## COMMITTEE REPRESENTATION

### ***Membership of Senate and key committees***

The Chair is an *ex officio* member of Senate with the duties outlined at <http://sydney.edu.au/secretariat/senate-committees/senate/duties.shtml>. The Chair is also an *ex officio* member of some of Senate's committees, including the Education and Research Committee, Chair Appointments Committee, Finance and Audit Committee and the Nominations and Appointments Committee. As outlined in clause 4.1(1)(d) of the Academic Board Rule above, the Chair is the chief point of contact between the Academic Board and Senate and is responsible for presenting the reports of the Board to Senate.

### ***Membership of the University Executive and key committees***

The Chair is an *ex officio* member of the University Executive (UE) and is the chief point of contact between UE and the Academic Board as outlined in clause 4.1(1)(b) of the Academic Board Rule above. The Chair is also an *ex officio* member of several UE committees including the Curriculum and Course Planning Committee, Education Committee, Research Committee and Research Education Committee.

### ***Academic Board committees***

The Chair is an *ex officio* member of all standing committees of the Academic Board: Academic Standards and Policy Committee, Admissions Committee, Graduate Studies Committee and Undergraduate Studies Committee.

### ***Chair of the Board of Interdisciplinary Studies Non-award Subcommittee***

The Chair of Academic Board is a member of the Board of Interdisciplinary Studies and Chair of its Non-award Subcommittee.

### ***NSW/Territories Committee of Chairs of Academic Boards/Senates***

This group meets 3 to 4 times per year and is a standing committee of the NSW Vice-Chancellor's Committee with strong ties to the NSW Education Standards Authority (NESA). The committee is often called on to nominate members for NESA curriculum committees and groups assessing HSC subjects for inclusion in the ATAR.

### ***OZCABS (Australian Chairs of Academic Boards and Senates)***

This group meets at the annual Universities Australia conference (held in March each year) and holds a longer conference in October/November each year. The group has a network email list which members use to seek information and advice on various issues and conduct informal benchmarking.

### ***Other University committees***

The Chair is involved with a number of other ad hoc committees, including the annual Wentworth Medal committee, the Convocation and Harsanyi Medal Committee, and a range of working parties.

## RESPONSIBILITIES

### ***Student Appeals Body***

The Chair is the principal chair of the Student Appeals Body and panels and is involved in chairing many of the student appeals hearings (see the [University of Sydney \( Student Appeals against Academic Decisions\) Rule 2006 \(as amended\)](#) and the [Academic Appeals website](#)).

### ***Promotions, Selection & Recruitment, Titles***

The Chair is an *ex officio* member of:

- all Level E selection and recruitment committees (including direct appointment committees);
- the Level D and E central promotion committees and out-of-round promotion committees; and
- level D and E honorary titles committees (the bulk of these are determined by circulation).

The Chair is also invited to be an external member of at least one central promotions committee at another university (usually UNSW).

***Graduations***

The Chair of the Academic Board will at times be asked to preside at graduation ceremonies, and be called on to read citations for some awards.

***Academic Board/University Executive Faculty Reviews***

The Chair and the Provost lead the review teams for the joint Academic Board/University Executive faculty reviews.