



# Academic Board Handbook

This book can also be found at:  
<http://sydney.edu.au/ab/about/index.shtml>

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The information in this handbook is subject to change  
by the Academic Board or the University. To check the  
accuracy of the information you should contact the Secretariat.

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## **Welcome to the Academic Board**

I would like to welcome you to membership of the Academic Board and thank you for undertaking such an important role within the University.

The following information contained in this Academic Board Handbook is designed to assist you in understanding what your obligations are as a member of the Academic Board and to assist you in discharging your responsibilities.

Again, welcome to the Board.

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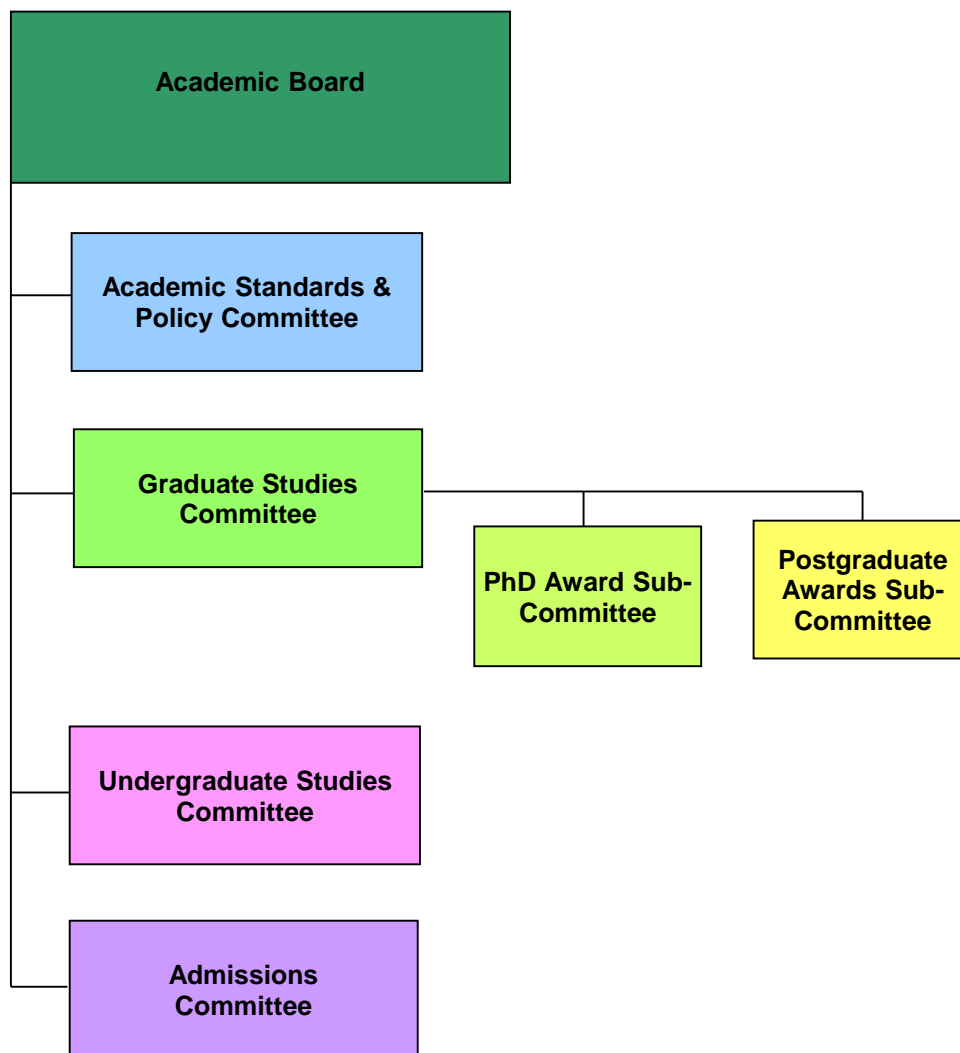
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## Academic Board Committees



## 1. History of the Academic Board

Established in 1850, the University of Sydney was the first university in Australasia. In 1887, a Professorial Board was established under the By-Laws of the University and with Anderson Stuart, the eminent Professor of Medicine, as its first Chairman.

The Professors of the Four Faculties, with the Chancellor and Vice-Chancellor, shall form a Board, to be called "The Professorial Board" – the duties of which shall be to consider and report to the Senate upon all matters respecting the studies and examinations of the students, and the conferring of degrees in the several Faculties – the studies, examinations, and degrees, in the Faculty of Medicine excepted – with power to establish Rules, subject to the approval of the Senate, for maintaining order and discipline among the students, and securing their due attendance at Lectures. For the breach of any such Rule, or misconduct of any kind by a student, the Board may inflict such punishment as is sanctioned by Academic usage, including a fine not exceeding Five Pounds, or such other punishment as those Rules shall have prescribed. Provided that no student shall be expelled, or suspended for more than a month, unless the order in that behalf be confirmed by the Senate.

*University of Sydney Calendar, 1886, By-Laws of the University.*



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In 1975 and at a time of major changes in academic governance, the old Professorial Board was dissolved and replaced by an Academic Board chaired by Professor J M Ward. The new body included "substantial representation from the non-professorial staff and students".<sup>1</sup>

A review of the Academic Board in 1995 recommended the then Academic Board of nearly 400 members be replaced by a two-tiered structure made up of an Academic Forum of approximately the same number of members and an Academic Board of 61 members. This structure was further reviewed in 2001, and the Academic Board as it is currently constituted came into effect in 2004 with a membership of approximately 112.

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<sup>1</sup> Connell, W F, Sherington, G E, Fletcher, B H, Turney, C & Bygott, U, *Australia's First – A History of the University of Sydney, Volume 2 1940-1990*, Sydney, Hale & Iremonger, 1995, p.102.

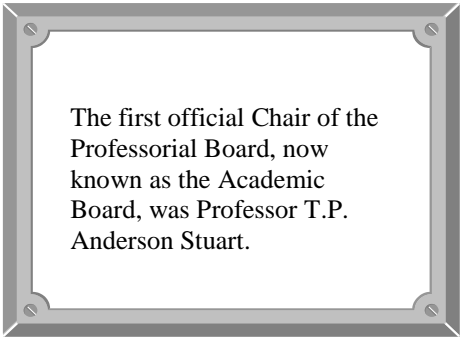
## 2. Role of the Academic Board in relation to Senate

The Senate is the governing authority of the University of Sydney and is constituted under the *University of Sydney Act 1989 (as amended)*. The Senate of the University acts for and on behalf of the University in the exercise of the University's functions, has the control and management of the affairs and concerns of the University, and may act in all matters concerning the University in such manner as appears to the Senate to be best calculated to promote the object and interests of the University.

Under the *University of Sydney By-law 1999*, the Academic Board reports directly to Senate and has the membership and functions prescribed by rules made by Senate. The membership and functions of the Academic Board are set out in the *University of Sydney (Academic Governance) Rule 2003 (as amended)*.

## 3. Purpose of the Academic Board

The Academic Board is responsible for overseeing and maintaining the highest standards in learning, teaching and research. It does this by providing an environment for the academic community, including representatives from faculties, boards of studies and similar organisations, the opportunity to communicate with one another on both a formal and informal level.



The first official Chair of the Professorial Board, now known as the Academic Board, was Professor T.P. Anderson Stuart.

The Academic Board has a number of functions, including (but not limited to):

- 3.1 the development of policy covering a range of academic areas;
- 3.2 providing advice to the Senate and Vice-Chancellor on policy and procedural matters relating to educational and research programs conducted by the University;
- 3.3 formulation and review of academic aspects in the University's strategic plan;
- 3.4 giving guidance concerning academic aspects of the conditions of appointment and employment of academic staff;
- 3.5 the maintenance of academic standards; and
- 3.6 conducting quality reviews of faculties.

To ensure the Academic Board fulfils these functions an external self review is undertaken on a biennial basis.

## 4. Role of the Chair and Deputy Chair

The role of the Chair and Deputy Chair of the Academic Board is multifarious. The main functions of both positions can be found under *Part 3 – Chairs, Deputy Chair and Chairs of Standing Committees in the University of Sydney (Academic Governance) Rule 2003 (as amended)*. This Rule is located on the website at [http://sydney.edu.au/senate/policies/Academic\\_Gov\\_Rule.pdf](http://sydney.edu.au/senate/policies/Academic_Gov_Rule.pdf).

The most important role of the Chair and Deputy Chair is to provide the University community with outstanding leadership in research, learning and teaching through benchmarking and quality assurances.

## 5. Secretary to the Academic Board

The Secretary to Senate, or the Secretary's nominee, is Secretary to the Academic Board. The role of the Secretary is to provide the Academic Board with high level governance advice and administrative support. By doing this the Board is in a better position to provide the University with quality academic leadership.

## 6. Role of Members

The members of the Academic Board have a responsibility:

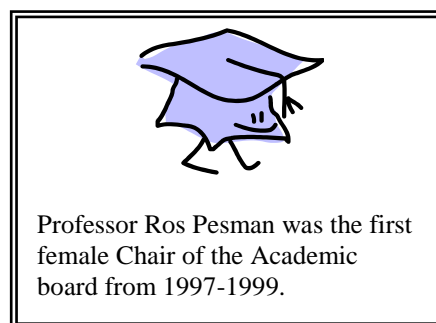
- 6.1 to act in the best interests of the Board and the University;
- 6.2 to bring their own unique talents and insights and the interests of other members of the University community to the Board;
- 6.3 to be the point of contact between the University and:
  - 6.3.1 the faculty, school, department or discipline;
  - 6.3.2 industry groups, including corporate, government and non-government; and
  - 6.3.3 the community.
- 6.4 to participate in the decision-making process including acknowledging and volunteering their time and expertise for Academic Board committees, reviews and working groups.

## 7. Academic Board membership and method of appointment

The Board currently consists of:

### ***Ex-Officio* members**

- 7.1 the Chair;
- 7.2 the Vice-Chancellor;
- 7.3 the Deputy Vice-Chancellors;
- 7.4 the Pro Vice-Chancellors;
- 7.5 the Deans;
- 7.6 the Directors of the University Libraries, Teaching and Learning and the Student Centre;
- 7.7 the Presidents of the Students' Representative Council and the Sydney University Postgraduate Representative Association and two other students from each of these student organisations.



### **Elected Members**

- 7.7 **3 academic staff members from each faculty with 40 or fewer full-time academic staff:** Architecture, Design and Planning; Dentistry; Nursing and Midwifery; Sydney College of the Arts;
- 7.8 **4 academic staff members from each faculty with between 40 and 100 full-time academic staff:** Agriculture and Environment; Education and Social Work; Law; Pharmacy; Sydney Conservatorium of Music; Veterinary Science;
- 7.9 **5 academic staff members from each faculty with over 100 full-time academic staff:** Arts and Social Sciences; Business School; Engineering and Information Technologies; Health Sciences; Medicine; Science;
- 7.10 **16 students** elected by and from the student members of the Faculties (one from each Faculty);

## Appointed members

7.11 **up to four members**, who do not already hold office as members under 7.1 to 7.10 inclusive, appointed by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair.

## Co-opted members

7.12 **up to four members**, who do not already hold office as members under 7.1 to 7.11 inclusive, co-opted by resolution at an ordinary meeting of the Academic Board on the recommendation of the Chair.

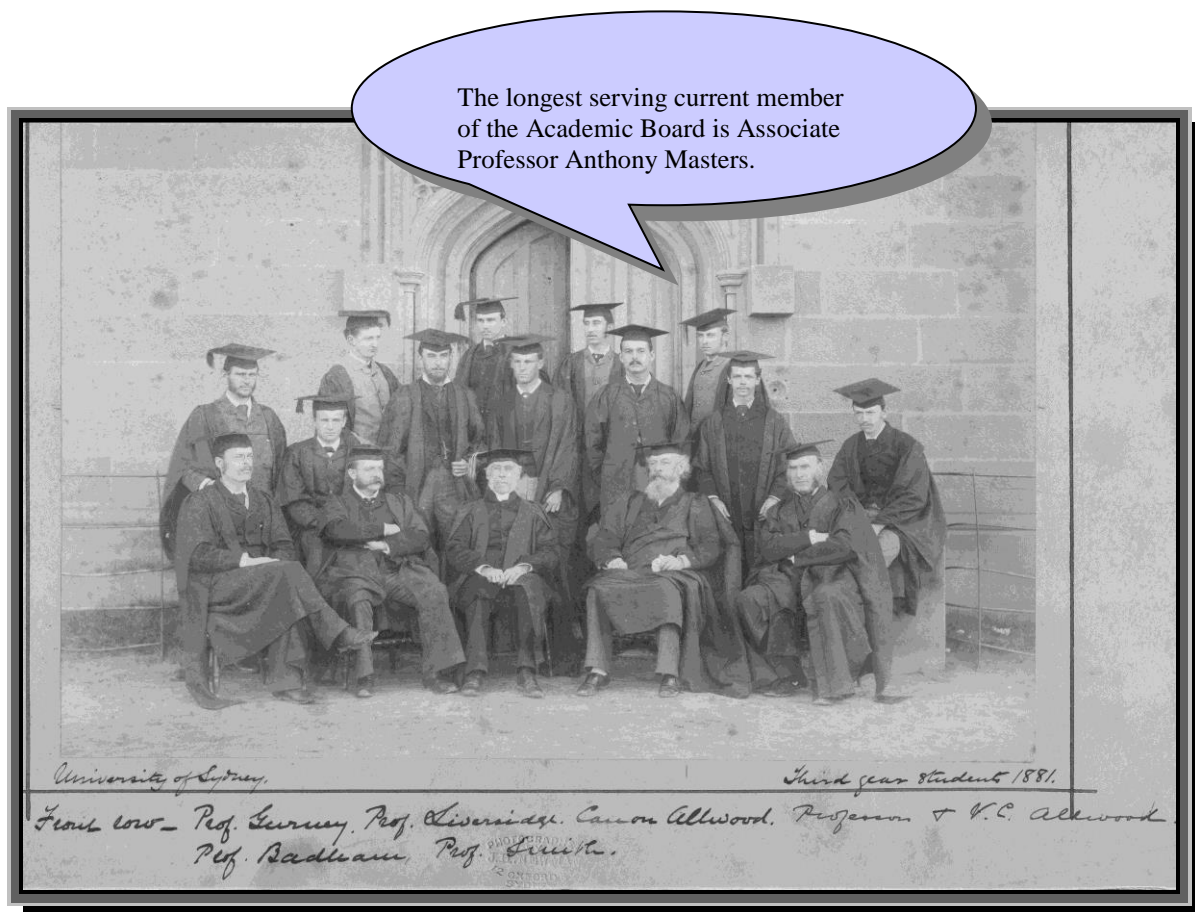


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## 8. Academic Board Committees

### 8.1 Academic Standards & Policy Committee

#### Terms of Reference

1. To play an active role in assuring the quality of teaching, scholarship and research in the University and co-ordinate and maintain an overview of the academic activities of all academic units.
2. To formulate and review policies, guidelines and procedures in relation to academic matters, particularly with respect to academic issues that have scope across the University, including equity and access initiatives.
3. To determine policy concerning the programs of study or examinations in any Faculty, college or Board of Studies.
4. To advise the Academic Board and Vice Chancellor on policies concerning the academic aspects of the conditions of appointment and employment of academic staff.
5. To play an active role in assuring the quality of teaching, scholarship and research in the University by ensuring the body of academic policies and degree



resolutions are self-consistent, incorporate the best ideas and are aligned with the strategic goals of the University.

6. In pursuit of the above objectives,
  - 6.1.1. request reports from, or refer matters to academic units for consideration and action as required;
  - 6.1.2. consider and take action as required on reports or academic submissions from academic units;
  - 6.1.3. initiate and oversee a formal and regular program of review of academic activities of all academic units.
7. To actively seek and evaluate opportunities to improve the University's pursuit of high standards in all academic activities.
8. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters pertaining to academic standards and policy.
9. To receive regular reports from, and provide advice to the Deputy Vice-Chancellors pursuant to maintaining the highest standards in teaching, scholarship and research.
10. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
11. To provide regular reports on its activities under its terms of reference to the Academic Board.
12. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor or the Deputy Vice-Chancellors.

For further information, see the Academic Staffing Committee website at:

[http://sydney.edu.au/ab/committees/ac\\_stands/ac\\_stands\\_index.shtml](http://sydney.edu.au/ab/committees/ac_stands/ac_stands_index.shtml)

The first officially minuted meeting at the University was the Board of Studies which took place on Tuesday, 10 April 1883. The Board of Studies became the Professorial Board, which in turn became the Academic Board.



Photo produced with the permission of the University of Sydney Archives (Photo No. G74/3/1\_1932).

## 8.2 Graduate Studies Committee

### Terms of Reference

1. To monitor issues relating to quality in relation to postgraduate award courses and research training, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on Resolutions, policy and procedures relating to all postgraduate studies in the University, including the assessment and examinations of postgraduate research candidates.
3. To make recommendations to the Academic Board regarding:
  - 3.1. proposals to introduce new postgraduate award courses and amendments to existing postgraduate award courses; and
  - 3.2. requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
4. To act for the Academic Board in:
  - 4.1. admitting candidates, on the advice of the faculty or board of studies concerned, for higher doctorates who are not graduates of the University of Sydney; and
  - 4.2. determining, on the recommendation of the faculty or board of studies concerned, whether or not a Higher Doctorate be awarded.
5. To contribute to the development of the University's strategic objectives in relation to postgraduate study and research training, and to develop, recommend to the Academic Board, and regularly review Resolutions, policy and procedures supporting those strategic objectives.
6. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education), and, where appropriate the Deputy Vice Chancellor (Research) and the Deputy Vice Chancellor (International) on quality assurance and others matters relating to postgraduate study and research training at the University.
7. To determine matters relating to the award of the degree of Doctor of Philosophy;
8. To establish effective supervisory policy and procedures for postgraduate research students;
9. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to postgraduate studies.
10. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning postgraduate students.
11. To determine the terms and conditions of awards, postgraduate scholarships and prizes established within the University.
12. To act for the Academic Board in:
  - 12.1. recognising institutions, programs and courses for the purposes of admission postgraduate coursework and research;
  - 12.2. approving special admission schemes for postgraduate courses; and
  - 12.3. confirming academic selection criteria for international students set by Deans.
13. To provide regular reports on its activities under its terms of reference to the Academic Board.
14. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.

For further information, see the Graduate Studies Committee website at:  
[http://sydney.edu.au/ab/committees/grad\\_studies/grad\\_studies\\_index.shtml](http://sydney.edu.au/ab/committees/grad_studies/grad_studies_index.shtml)

## 8.3 Undergraduate Studies Committee

### Terms of Reference

1. To monitor issues relating to quality in relation to undergraduate award courses, and to make recommendations to the Academic Board as detailed below.
2. To advise the Academic Board on resolutions, policy and procedures relating to all undergraduate studies in the University, including the pattern of undergraduate courses in the University.

3. To make recommendations to the Academic Board in relation to proposals to introduce new undergraduate award courses and amendments to existing undergraduate award courses.
4. To make recommendations to the Academic Board regarding requirements to be satisfied by candidates for the award of a degree, diploma or certificate.
5. To act for the Academic Board in determining procedures for the consideration, and deadline for submission of proposals for new and amended undergraduate award programs and courses in consultation with the Course Profiles Steering Committee.
6. To contribute to the development of the University's strategic objectives in relation to undergraduate study and to formulate, recommend to the Academic Board, and regularly review resolutions, policy and procedures supporting the those strategic objectives.
7. To receive reports from, and provide advice to, the Deputy Vice Chancellor (Education) and, where appropriate the Deputy Vice Chancellor (International) on quality assurance and other matters relating to undergraduate study.
8. To obtain information or reports from any faculty, school or department, the Library or other academic unit on academic matters relating to undergraduate studies.
9. To ensure proper communication channels are established with other committees of the Academic Board and SEG to promote cross-referencing and discussion of matters concerning undergraduate students.
10. To determine the terms and conditions of undergraduate awards, scholarships and prizes established within the University.
11. To act for the Academic Board in:
  - 11.1.1. recognising institutions, programs and courses for the purposes of admission to undergraduate coursework;
  - 11.1.2. approving additional procedures relating to the Australian Tertiary Admissions Rank (ATAR) as set by the Deans, and as used as a basis for admissions;
  - 11.1.3. approving preparatory programs of study in prior learning;
  - 11.1.4. approving special admission schemes for undergraduate courses; and
  - 11.1.5. confirming academic selection criteria for international students for undergraduate programs as set by Deans.
12. To provide regular reports on its activities under its terms of reference to the Academic Board.
13. To consider and report on any matter referred to it by the Academic Board, or its committees, the Senior Executive Group or the Vice Chancellor.



Professor Lawrence Cram was elected to chair the Academic Board in 1999. He was also the Chair of the Undergraduate Studies Committee. Now Professor Cram is the Deputy Vice-Chancellor (Research) at the Australian National University.

For further information, see the Undergraduate Studies Committee website at: [http://sydney.edu.au/ab/committees/UG\\_studies/UG\\_studies\\_index.shtml](http://sydney.edu.au/ab/committees/UG_studies/UG_studies_index.shtml)

## 8.4 Admissions Committee

### Terms of Reference

1. To advise the Academic Board on:
  - a. resolutions, policy and procedures relating to all student admissions to the University; and
  - b. issues relating to admissions not based solely on the Australian Tertiary Admissions Rank (ATAR).
2. To make recommendations to the Academic Board, or, if deemed appropriate by the Admissions Committee to the Undergraduate Studies Committee and/or the Graduate Studies Committee, regarding:
  - a. English language requirements for admission to award courses;

- b. recognition of institutions, programs and courses for the purposes of admission;
  - c. approval of admissions criteria in addition to the ATAR;
  - d. approval of preparatory programs of study in prior learning;
  - e. approval of special admission schemes;
  - f. confirmation of academic selection criteria for international students set by Deans; and
  - g. University-wide Credit Transfer Policy for all coursework.
3. To oversee and approve the publication of admissions advice.
  4. To exercise all reasonable means to provide and receive advice from the Senior Executive Group and its relevant subcommittees.
  5. To provide an annual report on its activities under its terms of reference to the Academic Board.
  6. To consider and report on any matter referred to it by the Academic Board, the Vice Chancellor, Academic Board committees or the Chair of the Academic Board.

For further information, see the Academic Staffing Committee website at: [http://sydney.edu.au/ab/committees/admissions/admissions\\_index.shtml](http://sydney.edu.au/ab/committees/admissions/admissions_index.shtml)

## 8.5 Working Parties

### Purpose

Working Parties are *ad hoc* and set up by the Academic Board when required. Such groups will often undertake major reviews of policy and process, e.g. student appeals, communicating and implementing Academic Board policies, identifying students at risk, etc.

Working party members are drawn from across the University, and include academic and administrative staff and students. Members of working parties are not necessarily members of the Academic Board.

For further information, see the Working Parties website at: [http://sydney.edu.au/ab/working\\_parties/index.shtml](http://sydney.edu.au/ab/working_parties/index.shtml)

## 9. Academic Board Agenda

### 9.1 Timeframes

The Academic Board meets on a Wednesday afternoon at approximately six weekly intervals. The close-off for receipt of agenda items, such as reports from Standing Committees, Senate, Faculty Boards is two weeks prior to the meeting date. A full set of meeting dates and close-off periods is located at the following website: <http://sydney.edu.au/ab/about/dates.shtml>

A copy of the Academic Board agenda is placed on the Board's website at the following location: <http://sydney.edu.au/ab/about/agendas.shtml> a week prior to the meeting date.

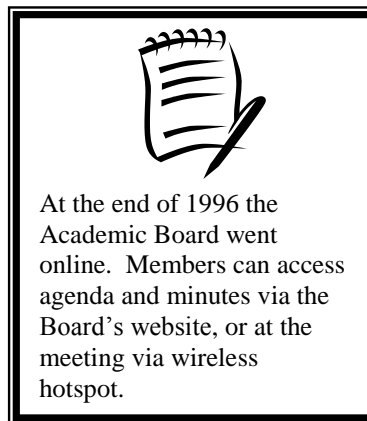
Members are advised via email when the agenda is available.

### 9.2 Agenda arrangement

The Academic Board agenda covers a multitude of areas. The agenda is arranged by the traditional method of starring items, minutes from the previous meeting and business arising from the minutes.

The Board agenda also incorporates reports from the Chair of the Board, the Vice-Chancellor and the Standing Committees of the Board. Thanks to the flexible nature of the agenda time is allocated for members to ask questions of the Chair, the Vice-Chancellor and Chairs of the Standing Committees.

The agenda also allows the University community to present information to members. For example, Deans can report on any significant faculty innovations or initiatives.



Presentations at the Board meetings provide an ideal way for faculties to share their academic knowledge with the wider University community. These presentations are scheduled on a regular basis.

### 9.3 Starring

All priority items and any standard items that require discussion and/or a vote are routinely starred. Otherwise, standard business is unstarred except for the reports of the Chair and the Vice-Chancellor.

At the commencement of the meeting the Registrar will ask if any member wishes to star any currently unstarred items. This gives members the opportunity to discuss agenda items which might not otherwise be mentioned specifically.

The items which remain unstarred after the Registrar's invitation will be deemed to be resolved as recommended. The wording of the resolution becomes: *That the Academic Board resolved as recommended with respect to all unstarred items.*

## 10. Academic Board Protocols

### 10.1 Attendance

Records of attendance are kept for every meeting and attendance is also recorded in the minutes of the meeting. Members should advise the Executive Officer to the Academic Board in advance if they are unable to attend and apologies will appear in the agenda.

Under the *University of Sydney (Academic Governance) Rule 2003 (as amended)*, membership to the Academic Board shall cease if a member is: *"absent from three consecutive ordinary meetings of the Academic Board and is not, within 6 weeks of the last of those meetings, excused for his or her absence"*.

If a member cannot attend a meeting they may send an observer in their place. In this event the member or their observer is requested to notify the Executive Officer to the Academic Board. For *ex officio* staff positions, a person acting in that position can attend and vote at Academic Board meetings. For elected members, there is the option of nominating a standing alternate (see section 10.2 below).

Section 10.3 details the voting procedures for the Academic Board.

## 10.2 Standing Alternates

An elected staff or student member or *ex officio* student member may nominate a standing alternate to attend Academic Board meetings on their behalf. Members must:

- advise the Secretary to Academic Board of their nominated standing alternate;
- ensure the standing alternate meets the relevant membership criteria; and
- provide the name, position and contact details of the standing alternate to the Secretary to Academic Board at least two days prior to the relevant Academic Board meeting.

A nominated standing alternate can attend any Academic Board meeting on behalf of the member in the same calendar year, but the Secretary to Senate must be notified that they will be attending at least two days before the date of the meeting.

## 10.3 Voting

Voting at meetings must be conducted by:

10.3.1 show of hands; or

10.3.2 secret ballot, if demanded by any two members who are present and have the right to vote at that meeting, or if the Chair so directs.

Each member present at a meeting of the Academic Board has one deliberative vote. Where an *ex-officio* member is absent or on leave and the position is being filled on an acting basis, the acting officer has the right to exercise the *ex-officio* member's one deliberative vote. In the case of an elected or co-opted member sending an observer in their place, the observer does not have voting rights.

In the event of a tied vote then the person chairing that meeting of the Academic Board has one casting vote, in addition to a deliberative vote. However, this Sub-Rule does not apply to a motion of dissent.

## 10.4 Motions

Any motion in the agenda which is to be put to a vote by members of the Academic Board:

10.4.1 must be duly proposed and seconded;

10.4.2 may be carried or lost by a majority of votes of those present at the meeting and eligible to vote; and

10.4.3 together with the results of any vote on that motion, must be recorded in the minutes.

Only the Chair may put a motion without notice to a meeting of the Academic Board.

The Chair's decision on all matters relating to meetings (including, without limitation, how meeting procedures are to be interpreted) is final.



Professor John Carter was elected to chair the Academic Board in July 2004. He was also the Chair of the Research Committee. In 2006, he took up the position of Pro Vice-Chancellor (Engineering and Built Environment) at the University of Newcastle.

Members of the Academic Board may (and without the need for notice to be given), by resolution of at least two-thirds of members present at the meeting:  
10.4.4 overrule a ruling of the Chair; and  
10.4.5 substitute their own ruling for the ruling of the Chair.

The following person must preside at the meeting while a motion is put to, and resolved by, the members of the Academic Board in the circumstance outlined above:

10.4.6 the Deputy Chair; or

10.4.7 if that person is not present at that meeting, another member of the Academic Board elected by and from the members of the Academic Board present at that meeting.

## 10.5 Questions

At each meeting of the Academic Board, 15 minutes has been set aside for Question Time. Members have the right to ask questions of the Chair and the Vice-Chancellor (or the Vice-Chancellor's representative) on matters relevant to the Board's business.

## 10.6 Quorum

The quorum of the Academic Board is thirty members. If a quorum is not present at a meeting, the meeting may consider procedural matters only.

## 10.7 Meetings of the Academic Board

The Academic Board meets at least eight times per year at approximately six weekly intervals. Meetings are held at 2.00pm in the Professorial Board Room located on Level 2, Quadrangle Building, and last for approximately two hours.

Meetings of the Academic Board may be adjourned by the Chair to a convenient later time to conclude any unfinished business.

## 10.8 Preparation for the meeting

The Academic Board is normally required to deal with a multitude of items at each meeting. Some of these items cannot be debated in detail, or at all, at the meeting.

Members are expected to prepare for meetings by reading the agenda, preparing relevant questions and by offering their full attention during all proceedings. To ensure that members gain the most out of each meeting it is recommended that members attend for the duration of the Academic Board meeting. This way members can participate fully in rigorous debate and the decision-making process and can ensure that a quorum is present to enable the Board's business to be conducted.

Members are encouraged to contact the Chair or the Executive Officer if they have any minor questions or wish to seek clarification regarding items on the agenda.



In the 1980s the University established the role of Academic Board Officer (now Executive Officer to the Board).

## **10.9 Active participation**

All members of the Academic Board have an equal right to participate and to be heard and there is an expectation that members will display good manners and respect at all times.

Due to the size of the membership of the Academic Board, members are requested to direct questions and remarks through the Chair. The Chair will be responsible for setting the order in which members may be heard. The purpose of this arrangement is to ensure the meeting is kept within a reasonable timeframe and that members have a chance to participate.

It is important to remember to be brief and concise if you have a question, wish to propose a motion or want to seek clarification of the discussion. If required, the Chair will call upon you for further information.

Please speak only to the matter at hand, as raising other discussion topics will slow the meeting and there may be insufficient time left to deal with the agenda.

If you have a topic you wish the Academic Board to discuss you should ensure the item is placed on the agenda or that "General Business" is starred.

## **10.10 After the Academic Board Meeting**

Members are encouraged to communicate issues and decisions from Academic Board meetings to their faculty and constituents. The week after the meeting of the Academic Board the Executive Officer, in liaison with the Chair, produces an Action Summary for all members. This document is made available on the Academic Board's website and can be used by members when reporting back to their constituents regarding the outcomes of the Board meeting.

## **11. Review of the Academic Board**

As part of its commitment to good governance, the Academic Board conducts a self-review every two years. There are many reasons for the review; one of the main reasons is to ensure the Board is providing high quality academic leadership to the University.

A major review was conducted in 2004 with a series of recommendations (including the production of an information package for all members of the Academic Board: this Handbook is the culmination of that recommendation). The Committee structure of the Board is also regularly reviewed, with the current structure the result of a review in 2009.

## **12. Reviews of Faculties**

The Academic Board is responsible for encouraging and maintaining high standards of teaching, scholarship and research and for safeguarding the academic freedom of the University. The Academic Board is also responsible for overseeing the development of all academic activities of the University, formulating and reviewing policies, guidelines and procedures in relation to academic matters and playing an



active role in assuring the quality of teaching, scholarship and research in the University.

To be confident that the policy structures properly sustain academic quality assurance and are appropriate to the University's needs, the Board monitors their implementation and effectiveness. Much of this monitoring is effected through Academic Board reviews. The review process is formative and collegial. The aim is to provide constructive feedback on the quality of a Faculty's educational provision.

The faculty reviews were originally undertaken in phases: the first round evaluated teaching and learning and research training. The second round provided an update on how faculties responded to the recommendations and considered the scope of faculty activity aligned with the University's seven goals.



In November 1974, a Senior Lecturer and member of the then Professorial Board, wrote to the Secretary requesting a section of the Boardroom be set aside as a non-smoking area, the most appropriate areas being ground level near the entrance doors. The Secretary advised the Senior Lecturer that the matter would need engineering advice due to technical implications! (File 062/0003/0010 – Buildings Maintenance Main Building Academic Board Room – Professorial Board Room)

The visits to faculties by a panel including the Chair of the Academic Board, Academic Board members and Faculty representatives, comprise structured interviews between the panel and students, staff and senior Faculty officers.

In 2002 the Academic Board completed the first round of visits to all faculties, building on initial work achieved in 2001. During 2003/2004 the second phase was undertaken, with reviews of all faculties completed by November 2004.

The focus of the Phase Three reviews, which commenced in 2007, is on the faculty culture which supports, and the processes that lead to, continuous quality improvement in academic activities. This focus is chosen to ensure both that the Academic Board reviews are complementary to the other performance management activities in

which faculties are now engaged and that they support faculty activities pursuing academic quality.

Phase Four reviews, which are conducted as joint reviews of the Academic Board and senior management, commenced in 2013.

For further information, see:

[http://sydney.edu.au/ab/faculty\\_review/index.shtml](http://sydney.edu.au/ab/faculty_review/index.shtml)

### **13. Academic Board Nominees on Academic Selection Committees**

All selection committees for the appointment of academic staff are required to have one member who is a nominee of the Academic Board. These nominees are not necessarily members of the Academic Board, but are members of the academic community at the University of Sydney. The names and contact details for current Academic Board nominees can be found at:

[http://sydney.edu.au/ab/abnoms/AB\\_nominees.pdf](http://sydney.edu.au/ab/abnoms/AB_nominees.pdf)

## 14. University of Sydney (Academic Governance) Rule 2003

The *University of Sydney (Academic Governance) Rule 2003 (as amended)* details the specific functions of the Academic Board. The policy is in the University Calendar and can be located on the University website at:

<http://sydney.edu.au/policies/showdoc.aspx?recnum=PDOC2011/54&RendNum=0>.

## 15. Contacts

Chair, Academic Board  
Associate Professor Tony Masters  
Room L4.03  
Quadrangle Building  
A14  
Telephone: 61 2 9351 3268  
Email: [chair.academicboard@sydney.edu.au](mailto:chair.academicboard@sydney.edu.au)

Executive Officer to the Academic Board  
Matthew Charet  
Room L3.05  
Quadrangle Building  
A14  
Telephone: 9114 1356  
Email: [matthew.charet@sydney.edu.au](mailto:matthew.charet@sydney.edu.au)

Contact details for the Academic Standards and Policy Committee, Undergraduate Studies Committee and Admissions Committee are available on the websites for those committees:

Academic Standards and Policy Committee:  
[http://sydney.edu.au/ab/committees/ac\\_stands/ac\\_stands\\_index.shtml](http://sydney.edu.au/ab/committees/ac_stands/ac_stands_index.shtml)

Admissions Committee:  
[http://sydney.edu.au/ab/committees/admissions/admissions\\_index.shtml](http://sydney.edu.au/ab/committees/admissions/admissions_index.shtml)

Undergraduate Studies Committee:  
[http://sydney.edu.au/ab/committees/UG\\_studies/UG\\_studies\\_index.shtml](http://sydney.edu.au/ab/committees/UG_studies/UG_studies_index.shtml)

## 16. Useful Websites and Information

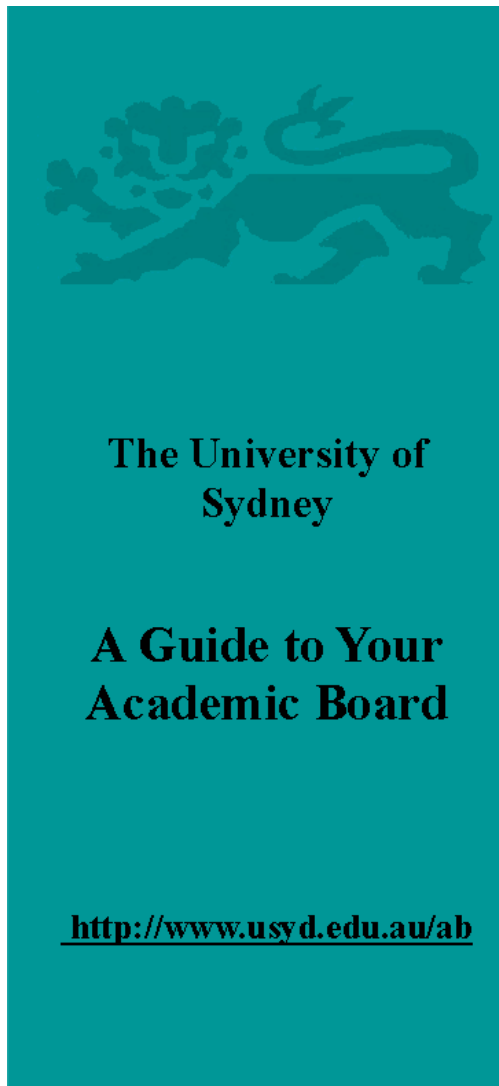
Academic Board  
<http://sydney.edu.au/ab/>

University Senate  
<http://sydney.edu.au/senate/>

University of Sydney Calendar  
<http://sydney.edu.au/calendar/>

Policy Online  
<http://sydney.edu.au/policies/>

About the University  
<http://sydney.edu.au/about/index.shtml>



This brochure can be downloaded at: [http://sydney.edu.au/ab/academic\\_flyer.pdf](http://sydney.edu.au/ab/academic_flyer.pdf)