

THE AUSTRALIAN NATIONAL UNIVERSITY

*ANU College Governance Statute 2007*

**ANU COLLEGE GOVERNANCE RULES (No. 2) 2007**

The Council of the Australian National University makes these Rules under section 4 of the *ANU College Governance Statute 2007*.

Dated: 7 December 2007.

Allan Hawke  
**Chancellor**

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**1 Name of Rules and commencement**

- 1.1 These Rules are the ANU College Governance Rules (No. 2) 2007.
- 1.2 These Rules commence on the day after they are registered.

[*General note:* The governance arrangements for ANU Colleges are intended to provide for collegial contributions by staff and students to College operations and plans. It is intended that ANU College advisory bodies be an integral part of the strategic planning process of the University, and assist in ensuring the quality and integration of the teaching and research activities of the College. It is also intended that they provide a forum where wide consultation is possible, and each constituent part of the College is appropriately represented.]

**2 Interpretation**

- 2.1 In these Rules, unless the contrary intention appears:
  - College Chair**, for an ANU College, means the person appointed under rule 3 as Chair of the College Executive Committee.
  - Dean**, for an ANU College, means the person appointed under rule 3 as Dean of the ANU College.
  - department** includes centre, school or division.
  - Executive Committee**, for an ANU College, means the committee established under rule 7.
  - Statute** means the *ANU College Governance Statute 2007*.

[Note: **College** is defined in the Statute.]

**3 College Chair and Dean**

- 3.1 The Vice-Chancellor must appoint a College Chair and a Dean for each College.
- 3.2 The College Chair is to be responsible for the development of the College's strategic plan with the advice of the Executive Committee for the College and for obtaining the approval of the plan by the Vice-Chancellor.

3.3 Subject to the direction of the Vice-Chancellor, the Dean of an ANU College is to be responsible for:

- (a) the quality of the educational programs of the College, including their curriculum, budget and targets; and
- (b) the management and administration of the College.

3.4 The College Dean may delegate all or any of his or her powers under these Rules (except this power of delegation) to the College General Manager or to a member of the academic or general staff of the University.

3.5 The College Dean may revoke a delegation under subrule 3.4.

#### **4 College advisory bodies**

4.1 There is to be an advisory body for each ANU College.

4.2 Unless the Vice-Chancellor approves another similar body to be the advisory body for an ANU College, each College advisory body is to be as constituted under subrules 4.3 to 4.7.

4.3 Each of the following is to be a member of the ANU College's advisory body:

- (a) the College Chair;
- (b) the Dean of the ANU College;
- (c) the College General Manager;
- (d) each of the members of the Executive Committee of the College;
- (e) each of the Directors of the Research Schools, University Centres and Faculties within the College;
- (f) each Chair of a specialist committee established for the College under rule 12;
- (g) not less than 3 representatives elected by and from the academic staff of the College;
- (h) not less than one representative elected by and from the general staff of the College;
- (i) not less than 3 students of the College, including undergraduate and postgraduate students, chosen by the Dean of the ANU College in consultation with the President of the Postgraduate and Research Students' Association Inc. and the President of the Australian National University Students' Association;
- (j) if the Dean of the ANU College determines that it is appropriate to do so, a representative from each ANU College with cognate research or education interests, being a person nominated by the Dean of that ANU College;
- (k) such other members, if any, as the College Dean appoints.

4.4 The Dean of the ANU College, or his or her nominee, is to Chair meetings of the College advisory body to which subrule 4.3 applies.

4.5 The number of members to be elected under paragraph (g) or (h), and the method of their election, and the number of members to be chosen under paragraph (i), is to be determined by the Dean of the ANU College in consultation with the Chair.

4.6 The term of each member's appointment, for a member to which paragraph (g), (h), (i), (j) or (k) applies, is to be determined by the Dean of the ANU College.

4.7 Unless the Vice-Chancellor otherwise approves, the number of members of a College advisory body must be not less than 15.

## **5 College advisory body: terms of reference**

5.1 A College advisory body may advise the College Chair and Dean of the College on each of the following:

- the future direction of any of the College's disciplines in relation to education and research;
- the research and educational programs of the College, including their quality;
- outreach activities and cross-campus linkages;
- the terms of reference and membership of specialist committees of the College advisory body;
- any other matter referred to it by the College Chair or the Dean.

5.2 However, the College advisory body may not advise on a matter relating solely to a particular person.

## **6 College advisory body meetings**

6.1 The Dean of the ANU College must convene a meeting of the College advisory body not less than 3 times in each year and at least once in each semester.

6.2 The Dean of the ANU College must convene a meeting of the College advisory body at any time if asked to do so by not less than 20% of the College advisory body's members.

6.3 The Chair of the College advisory body, after consulting the members of the College advisory body present at a meeting, is to determine the procedure for the meeting.

6.4 At a meeting of the College advisory body, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

6.5 The Dean of the ANU College must arrange for the provision of secretariat and other support to the College advisory body.

## **7 College Executive Committee**

7.1 There is to be an Executive Committee for each College.

7.2 The members of the Executive Committee are to be appointed by the Vice-Chancellor, in consultation with the College Chair and Dean, from the senior officers of the College.

7.3 The term of each member's appointment is to be determined by the College Chair in consultation with the Dean and with the approval of the Vice-Chancellor.

7.4 The College Chair is to Chair meetings of the Executive Committee.

## **8 Executive Committee: terms of reference**

8.1 The Executive Committee may advise the College Chair and Dean of the ANU College on each of the following matters:

- the 5-year strategic plan for the College consistent with the University's strategic objectives, including research and education priorities, projects and programs;
- the management and day-to-day operations of the College;
- the development and implementation of the College's strategic plan;
- any other matter referred to it by the College advisory body, the College Chair or the Dean.

8.2 However, the Executive Committee may not advise on a matter relating solely to a particular person.

## **9 Meetings of Executive Committee**

9.1 The Chair of each Executive Committee of a College must convene regular meetings of the Executive Committee.

[*Note:* It is expected that meetings of an Executive Committee will be held at least monthly.]

9.2 The Chair of an Executive Committee must convene a meeting of the Committee at any time if asked to do so by not less than 20% of its members.

9.3 The Chair of the Executive Committee, after consulting the members of the Executive Committee present at a meeting, is to determine the procedure for the meeting.

9.4 At a meeting of the Executive Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

9.5 The Dean of the ANU College must arrange for the provision of secretariat and other support to the Executive Committee.

## **10 Faculty meetings and departmental committees**

10.1 The Director of a research school, University centre or a faculty may hold faculty meetings or establish departmental committees within his or her research school, University centre or faculty.

10.2 Each of the following may be a member of a faculty or a departmental committee:

- (a) each full-time and part-time member of the academic staff of the research school, University centre, faculty or department concerned;
- (b) such casual academic staff of the research school, University centre, faculty or department as the Director or head of the research school, University centre, faculty or department concerned determines;
- (c) at least one general staff member of the research school, University centre, faculty or department appointed by the Director or head of the research school, University centre, faculty or department concerned;
- (d) the number of students from the classes of students enrolled in the research school, University centre, faculty or department concerned as its Director or head determines;
- (e) such other members, if any, as the Director or head of the research school, University centre, faculty or department concerned determines.

10.3 The College Chair and Dean of the ANU College are *ex officio* members of each faculty meeting or departmental committee of the College.

10.4 The Director or head of the research school, University centre, faculty or department concerned, or his or her nominee, is to Chair meetings of the relevant faculty or departmental committee.

10.5 A faculty meeting or departmental committee may advise the Director or head of the research school, University centre, faculty or department concerned on any matter affecting

the academic work or administration of the academic area, other than a matter relating solely to a particular person.

## **11 Faculty and departmental committee meetings**

11.1 The Chair of a faculty meeting or a departmental committee in an ANU College must convene a faculty meeting or departmental committee meeting at least once in each semester.

11.2 The Chair of a faculty meeting or a departmental committee must convene the faculty or departmental committee meeting at any other time if asked to do so by not less than 20% of its members.

11.3 The Chair of a faculty meeting or a departmental committee meeting, after consulting the members present at the meeting, is to determine the procedure for the meeting.

11.4 At a meeting of a faculty or a departmental committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

11.5 The head of the appropriate area in the College must arrange for the provision of secretariat and other support to the faculty or departmental committee meetings.

## **12 Specialist committees**

12.1 The Dean of an ANU College must, after taking advice from the College advisory body, establish specialist committees, as sub-committees of the College advisory body, to advise the College advisory body or Dean on matters relating to education and research.

12.2 The Dean of an ANU College may, after taking advice from the College advisory body, establish one or more specialist committees, as a sub-committee of the College advisory body, to advise the College advisory body or Dean on matters relating to other specific areas of College activity.

12.3 The Chair and members of a specialist committee and the term of each member's appointment are to be determined by the Dean of the ANU College, having taken advice from the College advisory body.

12.4 The College Chair and Dean of the ANU College are *ex officio* members of each of its specialist committees.

## **13 Specialist committees' terms of reference and meetings**

13.1 The terms of reference of specialist committees on education and research are to be determined by the Vice-Chancellor on the recommendation of the Dean of the ANU College.

13.2 The Dean of the ANU College, acting with the advice of the College advisory body, is to determine the terms of reference of other specialist committees of the College.

13.3 The timing and frequency of meetings of specialist committees are to be determined by the Chair of the relevant committee in consultation with the Dean of the ANU College.

13.4 The Chair, after consulting the members of the committee present at a meeting, is to determine the procedure for the meeting of a specialist committee.

13.5 At a meeting of a specialist committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

13.6 The Dean of the ANU College must arrange for the provision of secretariat and other support to each specialist committee of the ANU College.

#### **14 College forums**

14.1 At least once in each year the Dean of the ANU College must convene a staff and student forum (for all academic and general staff and enrolled students of the College) at which the Dean is to report to and discuss with the meeting matters relevant to the operation and development of the College.

14.2 The Dean is to determine the procedure at a staff and student forum.

14.3 A College staff and student forum may not discuss a matter relating to a particular person.

#### **15 Repeal**

15.1 The ANU College Governance Rules 2007, as amended and in force immediately before the commencement of these Rules, are repealed.

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