

THE AUSTRALIAN NATIONAL UNIVERSITY

ACADEMIC BOARD AND SUBCOMMITTEES RULES 2005

The Council of the Australian National University makes these Rules under section 9 of the *Academic Board Statute 2001*.

Dated: 10 December 2004.

Peter Baume AO
Chancellor

PART 1 - PRELIMINARY

1 Name of Rules and commencement

1.1 These Rules are the Academic Board and Subcommittees Rules 2005.

1.2 These Rules commence on 31 December 2004, immediately after the commencement of the Rules (Repeal) Rules 2004.

2 Definitions

2.1 In these Rules, unless the contrary intention appears:

Act means the Australian National University Act 1991.

Board means Academic Board.

University Centre means an organisational structure of the University established under subsection 7 (2) of the Act.

Heads of Research Schools means Directors and Deans of the Research Schools and Centres of the Institute of Advanced Studies.

[*GENERAL NOTE*: The *Australian National University Act 1991* provides that the governing authority of the University is the Council, and that, subject to the Act and the Statutes, the Council has the entire control and management of the University.

In practice, the Council has particular responsibility for:

- establishing the University's strategic directions
- maintaining fiduciary responsibility
- development of all University policies
- assessing the performance of the Vice-Chancellor.

To assist it in the performance of its responsibilities, the Council has resolved to implement a revised Committee structure from 1 July 2001, with the following 4 Committees reporting direct to the Council:

- (a) Audit Committee
- (b) Honorary Degrees Committee
- (c) Finance Committee

(d) the Academic Board.

The Council further resolved that the Academic Board is to have 3 Subcommittees:

- a University Committee on Research Policy
- a University Committee on Educational Policy
- a University Committee on Information Strategy Policy.

The Council expects that there will be consultation between these Subcommittees and that policies, advice and recommendations proposed to the Council through the Academic Board will be consolidated and will ensure that academic issues, strategies and policies have been examined in a University-wide context and within the overall strategic direction of the University.

It is intended that the Vice-Chancellor will establish and maintain appropriate mechanisms to ensure that proper consultation occurs.

It is intended that no person should be a member of more than one of the University Committee on Research Policy, the University Committee on Educational Policy or the University Committee on Information Strategy Policy at any time, except as provided by the Rules or with the express approval of the Vice-Chancellor.]

PART 2-THE ACADEMIC BOARD

3 Functions and Powers of the Board

3.1 The Board must report to or advise the Council, as the Council determines, on aspects of the strategic academic direction of the University, including the development of teaching, learning, scholarship, research and research training in all parts of the University.

3.2 The Board may report to or advise the Council, on its own initiative, on any aspect of the strategic academic direction of the University, including the development of teaching, learning, scholarship, research and research training in all parts of the University.

3.3 The Board may report to or advise the Council, as the Council determines or on its own initiative, on any aspect of the academic policy of the University, including:

- (a) the formulation of the academic objectives of the University and the actions necessary to sustain and develop such objectives;
- (b) the academic goals that provide a basis for financial planning;
- (c) the academic goals that provide a basis for capital planning;
- (d) the conditions for the granting of fellowships, scholarships, bursaries and prizes;
- (e) the conditions for the admission of students;
- (f) the conditions for the appointment, promotion and continuing employment of academic staff;
- (g) the academic profile of the University, including the development of new academic activities and the establishment of faculties, departments, schools and centres, and changes in the academic organisation;
- (h) the review of academic activities.

3.4 In giving advice to the Council, the Board may consult with other Committees of the Council, Subcommittees of the Board or other University bodies.

3.5 The Board may receive advice from the University Committee on Educational Policy, the University Committee on Research Policy and the University Committee on Information Strategy Policy and, subject to any direction of the Council, other committees and working parties of the University.

4 Constitution of Board

4.1 The Board consists of the following members appointed by the Vice-Chancellor:

- the Vice-Chancellor
- the Deputy Vice-Chancellor (Education)
- the Deputy Vice-Chancellor (Research)
- the Pro Vice-Chancellor
- the Executive Director (Administration)
- 1 Head of a Research School from each academic Division, nominated by the appropriate Divisional Planning Committee
- 1 Dean of a Faculty from each academic Division, nominated by the appropriate Divisional Planning Committee
- 1 Director of a University Centre from each academic Division, nominated by the appropriate Divisional Planning Committee
- 2 members of the general staff, 1 from each academic Division, nominated by the appropriate Divisional Planning Committee
- 1 member of the general staff, being the general staff member of the Council, or his or her nominee
- 2 members of the academic staff of the Institute of Advanced Studies, nominated by the Board of the Institute of Advanced Studies
- 2 members of the academic staff of The Faculties, nominated by the Board of The Faculties
- the President of the Postgraduate and Research Students' Association Inc.
- the President of the Australian National University Students' Association.

4.2 The term of appointment of each nominated member of the Board is to be as set out in the instrument of appointment.

5 Chair of Board

5.1 The Vice-Chancellor or his or her nominee is the Chair of the Board.

6 Meetings of Board

6.1 The Chair of the Board is to call all meetings of the Board and preside at all meetings of the Board at which he or she is present.

6.2 At a meeting of the Board, 15 members of the Board constitute a quorum.

6.3 At a meeting of the Board, the Chair has a deliberative and a casting vote.

PART 3-THE UNIVERSITY COMMITTEE ON RESEARCH POLICY

7 Establishment of University Committee on Research Policy

7.1 There is to be a Subcommittee of the Board called the University Committee on Research Policy.

7.2 The University Committee on Research Policy is established to develop University policies to enhance the quality and delivery of research and research training at the University and to ensure the implementation throughout the University of those policies.

7.3 The Committee may, within an academic profile and strategic policy framework approved from time to time by the Council:

- (a) determine the University's research and research management policies;
- (b) determine the overarching research priorities of the University and the means by which they may be met;
- (c) determine policies for the ethical conduct of research and the effective support of research, including infrastructure and management, within the University;
- (d) manage the University's statutory reporting requirements in relation to research;
- (e) oversee quality assurance and enhancement procedures in relation to research;
- (f) if appropriate, manage reviews of research programs;
- (g) develop research initiatives in emerging areas.

7.4 The Committee may:

- (a) refer a matter to a Research School, a Faculty or University Centre for consideration and report;
- (b) request the head of a Research School, a Faculty or University Centre to provide such information as the Committee requires on the academic operation and activities of that area;
- (c) establish subcommittees or such other committees as it determines;
- (d) provide comments to the Board, and through the Board to the Council, the Finance Committee or the Vice-Chancellor on policies relating to the allocation of University resources.

7.5 The Committee must provide advice and report to the Board, as the Board directs, on matters relating to the Committee's functions.

8 Constitution of University Committee on Research Policy

8.1 The University Committee on Research Policy consists of the following members appointed by the Vice-Chancellor:

- the Deputy Vice-Chancellor (Research)
- 1 postgraduate student, nominated by the President of the Postgraduate and Research Students' Association Inc.
- 1 undergraduate student, nominated by the President of the Australian National University Students' Association
- 4 members of the academic staff of the University from each Divisional Research Committee, nominated by the Divisional Research Committee
- 1 member of the general staff of the University from each Divisional Research Committee, nominated by the Divisional Research Committee.

8.2 The term of appointment of each nominated member of the Committee is to be as set out in the instrument of appointment.

8.3 The Vice-Chancellor is an *ex officio* member of the Committee and may be represented at meetings of the Committee by his or her nominee.

[NOTE: The following officers are also expected to attend meetings of the University Committee on Research Policy:

- Head of the Research Services Office
- Deputy Vice-Chancellor (Education)
- Pro Vice-Chancellor
- the Director, Scholarly Information Services.]

9 Chair of University Committee on Research Policy

9.1 The Deputy Vice-Chancellor (Research) is the Chair of the University Committee on Research Policy.

10 Meetings of University Committee on Research Policy

10.1 The Chair of the University Committee on Research Policy is to call all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

10.2 If the Chair:

- (a) is not present; or
- (b) declines to preside;

at a meeting of the Committee, the members present must elect one of their number to act as Chair and to preside at the meeting.

10.3 At a meeting of the Committee, 8 members of the Committee constitute a quorum.

10.4 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 4-THE UNIVERSITY COMMITTEE ON EDUCATIONAL POLICY

11 Establishment of University Committee on Educational Policy

11.1 There is to be a Subcommittee of the Board called the University Committee on Educational Policy.

11.2 The University Committee on Educational Policy is established to develop University policies to enhance undergraduate and graduate education at the University and to ensure the implementation throughout the University of those policies.

11.3 The Committee may, within an academic profile and strategic policy framework approved from time to time by the Council:

- (a) determine University policies in relation to:
 - (i) admission; and
 - (ii) the establishment, delivery and assessment of programs and courses; and
 - (iii) the granting of academic awards;
- (b) manage the University's statutory obligations in relation to educational programs;
- (c) oversee quality assurance and enhancement procedures in relation to education;
- (d) manage reviews of academic programs;
- (e) oversee University procedures concerning scholarships and prizes.

11.4 The Committee may:

- (a) refer a matter to a Faculty, a Research School or University Centre for consideration and report;
- (b) request the head of a Faculty, a Research School or University Centre to provide such information as the Committee requires on the academic operation and activities of that area;
- (c) establish subcommittees or such other committees as it determines;
- (d) provide comments to the Board, and through the Board to the Council, the Finance Committee or the Vice-Chancellor on policies relating to the allocation of University resources.

11.5 The Committee must provide advice and report to the Board, as the Board directs, on matters relating to the Committee's functions.

12 Constitution of University Committee on Educational Policy

12.1 The University Committee on Educational Policy consists of the following members appointed by the Vice-Chancellor:

- the Deputy Vice-Chancellor (Education)
- the Dean of Students
- the Dean of the Graduate School
- 1 postgraduate student, nominated by the President of the Postgraduate and Research Students' Association Inc.
- 1 undergraduate student, nominated by the President of the Australian National University Students' Association
- 4 members of the academic staff of the University from each Divisional Education Committee, nominated by the Divisional Education Committee
- the Director, Student and Academic Services or the Director of Student Recruitment and International Education, or a person nominated jointly by them.

12.2 The term of appointment of each nominated member of the Committee is to be as set out in the instrument of appointment.

12.3 The Vice-Chancellor is an *ex officio* member of the Committee and may be represented at meetings of the Committee by his or her nominee.

[NOTE: The following officers of the University are expected to attend meetings of the University Committee on Educational Policy:

- the Deputy Vice-Chancellor (Research)
- the Director of the Centre for Educational Development and Academic Methods
- the Pro Vice-Chancellor
- the Director, Scholarly Information Services
- Chairs of subcommittees of the University Committee on Educational Policy.]

13 Chair of University Committee on Educational Policy

13.1 The Deputy Vice-Chancellor (Education) is the Chair of the University Committee on Educational Policy.

14 Meetings of University Committee on Educational Policy

14.1 The Chair of the University Committee on Educational Policy is to call all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

14.2 If the Chair:

- (a) is not present; or
- (b) declines to preside;

at a meeting of the Committee, the members present must elect one of their number to act as chair and to preside at the meeting.

14.3 At a meeting of the Committee, 10 members of the Committee constitute a quorum.

14.4 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 5-THE UNIVERSITY COMMITTEE ON INFORMATION STRATEGY POLICY

15 Establishment of University Committee on Information Strategy Policy

15.1 There is to be a Subcommittee of the Board called the University Committee on Information Strategy Policy.

15.2 The University Committee on Information Strategy Policy is established to develop University policies to enhance the information infrastructure underpinning the work of staff and students throughout the University.

15.3 The Committee may, within an academic profile and strategic policy framework approved from time to time by the Council:

- (a) determine the University's information infrastructure policies;
- (b) determine the overall information infrastructure priorities of the University and the means by which they may be met;
- (c) manage reviews of the University's information infrastructure;
- (d) manage the University's statutory reporting requirements in relation to information infrastructure;
- (e) oversee quality assurance and enhancement procedures in relation to the University's information infrastructure.

15.4 The Committee may:

- (a) refer a matter to a Faculty, a Research School or University Centre for consideration and report; and
- (b) request the head of a Faculty, a Research School or University Centre to provide such information as the Committee requires on the operation and activities of that area in relation to information policies; and
- (c) establish subcommittees or such other committees as it determines; and
- (d) provide comments to the Board, and through the Board to the Council, the Finance Committee or the Vice-Chancellor on policies relating to the allocation of University resources.

15.5 The Committee must provide advice and reports to the Board, as the Board directs, on matters relating to the Committee's functions.

16 Constitution of University Committee on Information Strategy Policy

16.1 The University Committee on Information Strategy Policy consists of the following members appointed by the Vice-Chancellor:

- the Pro Vice-Chancellor

- 1 postgraduate student, nominated by the President of the Postgraduate and Research Students' Association Inc.
- 1 undergraduate student, nominated by the President of the Australian National University Students' Association
- 4 members of the academic staff of the University from each Divisional Information Committee, nominated by the Divisional Information Committee
- 1 member of the general staff of the University from each Divisional Information Committee, nominated by the Divisional Information Committee.

[NOTE: The following officers of the University are expected to attend meetings of the University Committee on Information Strategy Policy:

- the Director of the Centre for Educational Development and Academic Methods
- the Director of Scholarly Information Services
- the Director of Corporate Information Services
- the Director of Information Infrastructure Services
- the Director of Scholarly Technology Services.]

16.2 The term of appointment of each nominated or elected member of the Committee is to be as set out in the instrument of appointment.

16.3 The Vice-Chancellor is an *ex officio* member of the Committee and may be represented at meetings of the Committee by his or her nominee.

17 Chair of University Committee on Information Strategy Policy

17.1 The Pro Vice-Chancellor is the Chair of the University Committee on Information Strategy Policy.

18 Meetings of University Committee on Information Strategy Policy

18.1 The Chair of the University Committee on Information Strategy Policy is to call all meetings of the Committee and preside at all meetings of the Committee at which he or she is present.

18.2 However, if the Chair:

- (a) is not present; or
- (b) declines to preside;

at a meeting of the Committee, the members present must elect one of their number to act as Chair and to preside at the meeting.

18.3 At a meeting of the Committee, 11 members of the Committee constitute a quorum.

18.4 At a meeting of the Committee, the Chair has a deliberative and a casting vote.

PART 6-GENERAL

19 Powers of Board and Subcommittees

19.1 Subject to any direction of the Council, the Board or a Subcommittee may, by resolution, determine the following matters:

- (a) the manner and time of convening, holding and adjourning a meeting of the Board or Subcommittee;
- (b) the voting (including postal or proxy voting) at such a meeting;

- (c) the powers and duties of the person presiding at a meeting of the Board or Subcommittee;
- (d) the conduct of the business at a meeting of the Board or Subcommittee;
- (e) the appointment of subcommittees of the Board or Subcommittee, and the quorum at meetings, and the purpose and duties, of subcommittees so appointed.

20 Extra members of Board and Subcommittees

20.1 If the Vice-Chancellor considers that the appointment of an additional member or members to the Board or to a Subcommittee would assist it to perform its functions more efficiently, the Vice-Chancellor may appoint one or more additional members to the Board or Subcommittee, as the case requires.

21 Support services

21.1 The Vice-Chancellor must nominate officers of the University to provide secretariat and other support to the Board and Subcommittees and to maintain a record of their proceedings.