Effective date: 16/10/2008

Result: In accordance with Senate Standing Order 3.9.5, an absolute majority of members of the committee voted in favour of the resolutions below.

Members eligible to vote: Dr Stewart Washer (Chair)  
Ms Janice Bowra  
Prof Gabriel Moens  
Mr Reece Harley  
Mr Jeremy Rigg  
Dr Marian Kemp  
Prof John Yovich

Abstentions: Nil

Secretary: Ms Samantha Summerton

AGENDA

1. DECLARATIONS OF INTEREST
   Nil

2. POSTGRADUATE COURSEWORK QUALIFICATIONS
   At its meetings on 06/08/2008 and 17/09/2008, Academic Council recommended amendments to the Postgraduate Coursework Regulations as set out below:

   (a) AC/103/2008 deletions from Schedule 2 of the Postgraduate Coursework Regulations (mark ups attached)

   (b) AC/119/2008 and AC/120/2008, additions to Schedule 2 of the Postgraduate Coursework Regulations (mark ups attached)

   Resolved: LC/05/2008 to recommend to Senate to approve the attached amendments to the Postgraduate Coursework Regulations (AC/103/2008, AC/119/2008 and AC/120/2008).

3. FACULTY REGULATIONS
   At its meeting on 17/09/2008, as outlined in the attached briefing paper, Academic Council recommended (AC/113/2008) amendments to the Faculty Regulations (marks ups in attachments):

   Resolved: LC/06/2008 to recommend to Senate to approve the attached Faculty Regulations (AC/113/2008) which will replace the Faculty Regulations implemented under S/49/2007, in its entirety.

4. FOR INFORMATION/NOTING – RESOLUTION REGISTER
   A copy of the committee’s 2008 resolution register is attached for the information of members.
<table>
<thead>
<tr>
<th>Proposed Amendments</th>
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<tbody>
<tr>
<td>Date of Academic Council endorsement:</td>
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<tr>
<td>Date of Legislation Committee endorsement:</td>
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<td>Proposed amendment: (all changes to be shown in mark-up)</td>
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Senate Briefing Paper – Amended New Faculty Regulations

At its meeting on 27 August, 2008 the Senate considered the Faculty Regulations as recommended by Academic Council at its 18 June meeting via resolution AC/78/2008.

At that Senate meeting it was requested that the Regulations be reconsidered by the Review of Academic Regulations and Rules Working Party for recommendation through to Academic Council, taking into consideration the issues discussed.

The Working Party met together with additional Senate and Academic Council attendees and prepared a revised set of Faculty Regulations for reconsideration by Council and recommendation to Senate.

The revisions were:

1. Strengthen the decision-making role of School Committees (renamed School Boards) and establish a direct reporting line from School Boards to the Faculty Dean.

2. Clarify and modify the role of Faculty Boards (renamed Faculty Committee) as advisory to the Faculty Dean on strategic planning, resource management, and on business cases attached to new academic offerings.

3. Establish a primary role for Faculty Teaching and Learning Committees in advising Faculty Deans on the academic structure of new academic offerings; and reviewing and recommending on Schools’ academic planning amendments to existing offerings.

At the 17 September, 2008 Academic Council meeting a motion was made to recommend the revised Faculty Regulations to Senate for approval. The outcome was:

For 22
Against 4
Abstentions 0

Academic Council therefore resolved AC/113/2008 to recommend to Senate the amended Faculty Regulations as attached.

All Academic Council members agreed to add to the resolution to request the Deputy Vice Chancellor (Faculty, Enterprise and International), following consultation with Faculty Deans to report to the November Academic Council meeting on the composition and academic membership of School Boards.

In respect of elected staff and student representation, the revised Faculty Regulations remove the elected staff and student positions on the Faculty Committee and increase the student representation on the Faculty Learning and Teaching Committee. The changes to committee membership structures is shown in Attachment 1: (additions can be seen in bold and deletions struckthrough)

The changes in the roles and relationships between Committees are shown diagrammatically in Attachments 2 and 3.

The Regulations as revised and to be recommended to Senate can be seen in Attachment 4.

The Regulations as revised with commentary on key changes can be seen in Attachment 5.
<table>
<thead>
<tr>
<th>Previous Regulation</th>
<th>Proposed Revised Regulation</th>
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<tbody>
<tr>
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<td><strong>School Board</strong></td>
</tr>
<tr>
<td>(1) School Dean</td>
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</tr>
<tr>
<td>(2) academic staff of the School (as determined by Faculty Board;</td>
<td>(2) <strong>all Programme Chairs in School</strong></td>
</tr>
<tr>
<td>(3) School representatives on the Faculty Learning and Teaching Committee</td>
<td>(3) <strong>other</strong> academic staff of the School as determined by the Faculty <strong>Committee</strong>;</td>
</tr>
<tr>
<td>(4) two elected coursework students</td>
<td>(4) School representatives on the Faculty Learning and Teaching Committee</td>
</tr>
<tr>
<td>(5) one elected postgraduate research student</td>
<td>(5) two elected coursework students</td>
</tr>
<tr>
<td>(6) one elected general staff member</td>
<td>(6) one elected postgraduate research student</td>
</tr>
<tr>
<td>(7) up to three co-opted members</td>
<td>(7) one elected general staff member</td>
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<td>(8)</td>
<td>(8) up to three co-opted members</td>
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</tbody>
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<tr>
<th><strong>Faculty Board</strong></th>
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<tbody>
<tr>
<td>(1) Faculty Dean (chair);</td>
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</tr>
<tr>
<td>(2) Deans of all Schools in Faculty;</td>
<td>(2) Deans of all Schools in Faculty;</td>
</tr>
<tr>
<td>(3) Directors of Research Institutes in Faculty;</td>
<td>(3) Directors of Research Institutes in Faculty;</td>
</tr>
<tr>
<td>(4) Chair of the Faculty Learning and Teaching Committee;</td>
<td>(4) Chair of the Faculty Learning and Teaching Committee;</td>
</tr>
<tr>
<td>(5) Faculty Office Manager (advisory)</td>
<td>(5) Faculty Office Manager (advisory)</td>
</tr>
<tr>
<td>(6) the Director, Faculty Student Administration (or nominee) (advisory)</td>
<td>(6) the Director, Faculty Student Administration (or nominee) (advisory)</td>
</tr>
<tr>
<td>(7) One coursework student and one postgraduate research student.</td>
<td>(7) One coursework student and one postgraduate research student.</td>
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<td>(8) Two elected members of academic staff</td>
<td>(8) Two elected members of academic staff.</td>
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<tr>
<td>(9) additional co-opted members</td>
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**Faculty Learning and Teaching Committee**
<table>
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<tr>
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<th>Proposed Revised Regulation</th>
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<tbody>
<tr>
<td>(1) A chair appointed by the Faculty Dean from amongst the academic staff members after consultation with School Deans</td>
<td>(1) A chair appointed by the Faculty Dean from amongst the academic staff members after consultation with School Deans</td>
</tr>
<tr>
<td>(2) Up to two academic staff members from each School appointed by the School Committee.</td>
<td>(2) Up to two academic staff members from each School appointed by the School Board</td>
</tr>
<tr>
<td>(3) One elected student member</td>
<td>(3) Two elected student members</td>
</tr>
</tbody>
</table>
Previous Faculty Regulations

Academic Council

DVC (FEI)

Faculty Dean

Faculty Board

School Committee

School Dean

Faculty Learning and Teaching Committee

Monitor Learning and Teaching, Quality and Outcomes

Recommends

Advises and Reports

Reports

Recommends on Academic Matters

Reports to and Subject to Direction From

Advises and
Reports

Recommends

Advises
Proposed Revised Faculty Regulations

Academic Council

DVC (FEI)

Faculty Dean

Faculty Committee

School Board

Faculty Learning and Teaching Committee

Advises on Academic Matters

Reports to and Subject to Direction From

Recommends on Academic Matters

Recommends

Advises on Resource Related Matters
Faculty Regulations

Faculties

1. These regulations apply to the academic Faculties of the University.

2. Faculties are as named and established by Senate upon recommendation from Academic Council, and constituted by these Regulations

Interpretation

2A. References to the Faculty Committee throughout these regulations shall be construed as a reference to the body referred to as either the "Faculty Board", "Divisional Board" or "Board of the Division" in all instances where those terms are used in any other Statute, regulation, rule or by-law of the University.

Membership of Faculties

3. The membership of each Faculty shall consist of
   (1) all permanent and temporary Academic Staff and General Staff assigned to that Faculty by the Vice Chancellor;
   (2) all postgraduate research Students whose principal supervisors are members of the Academic Staff of the Faculty; and
   (3) all undergraduate and postgraduate coursework Students enrolled in courses assigned to that Faculty by the Academic Council.

Faculty Dean

4. (1) Each Faculty shall have a Faculty Dean, who must report to, and be subject to directions from, the Deputy Vice Chancellor responsible for Faculty operations.

   (2) A Faculty Dean’s responsibilities are to:
   (a) provide effective management and administrative leadership of the Faculty, including taking the initiative in developing and implementing Faculty policies, strategic plans, and budget strategies, within the context of corresponding University policies, plans, directions and strategies; and, in conjunction with School Boards facilitate the shaping of the academic profile of the Faculty.
   (b) After receiving and considering any recommendations of School Boards and the advice of the Faculty Learning and Teaching Committee and the Faculty Committee, make recommendations to Deputy Vice Chancellor responsible for Faculty operations on the introduction of any new academic majors, minors and courses within the Faculty; recommending the structure of professional doctorates to the Research and Development Board; and, in accordance with regulations and guidelines approved by Academic Council, determining the structure of all courses, majors and minors (other than professional doctorates) and the unit offerings within the Faculty
   (c) manage and administer the financial, human, equipment, space and other resources of the Faculty.
   (d) foster excellence in teaching, learning and research throughout the Faculty, including to monitor performance outcomes and introduce strategies to improve performance, where needed;
   (e) allocate duties to staff of the Faculty, and oversee the
development and performance appraisal of those staff;
(f) represent the Faculty within the University;
(g) promote, develop and maintain the external relations of the Faculty;
(h) act as part of the senior management of the University, and contribute to the development and implementation of University policies and priorities;
(i) carry out any other duties imposed by the Statutes, Regulations, resolution of the Senate or determined by the Deputy Vice Chancellor responsible for Faculty operations.

(3) The Faculty Dean may delegate authority to other staff of the Faculty to act in respect of any of the matters specified in Sub-Regulation 4(2), and in respect of responsibilities assigned to the Faculty Dean by other University Regulations. All continuing delegations shall be authorised in writing, and communicated to staff in the Faculty and to senior executives, managers and administrators in other parts of the University.

(4) Every delegation under this regulation shall be revocable by the Faculty Dean, and no delegation shall prevent the Faculty Dean carrying out the responsibilities imposed by this Regulation.

(5) Subject to the approval of the Deputy Vice Chancellor responsible for Faculty operations, the Faculty Dean may establish one or more positions to exercise this delegated authority.

5. (1) Subject to sub-regulation 5(2), the Faculty Dean shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, after external advertisement and a recommendation from a selection committee chaired by the Deputy Vice Chancellor responsible for Faculty operations. If the Deputy Vice Chancellor responsible for Faculty operations does not accept the recommendation of the selection committee, the matter shall be referred to the Vice Chancellor for determination. The members of the selection committee shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, and shall include:
(a) The Deputy Vice Chancellor responsible for Faculty operations;
(b) A majority who are staff and students of the Faculty;
(c) at least one student of the Faculty.

(2) In exceptional circumstances the Vice Chancellor may authorise the Deputy Vice Chancellor responsible for Faculty operations to appoint a Faculty Dean without using the process outlined in sub-regulation 5(1). Such a decision shall be made only after considering a written report from the Deputy Vice Chancellor responsible for Faculty operations outlining why that appointment process should not be used.

6. Subject to the terms and conditions of the appointment, the Faculty Dean shall be appointed for an initial term of up to five years. This appointment may be extended by the Vice Chancellor for further terms of not more than five years, on the recommendation of the Deputy Vice Chancellor responsible for Faculty operations after consultation with the Faculty Committee.

7. The Deputy Vice Chancellor responsible for Faculty operations will appoint an acting Faculty Dean to carry out the responsibilities of the Faculty Dean during any period of absence of the incumbent or pending the appointment of a replacement following vacation of the office.
Faculty Committee

8. Each Faculty shall have a Faculty Committee. The Faculty Committee’s main role is to advise the Faculty Dean and its responsibilities include the following:

1. to recommend to the Faculty Dean the Faculty's strategic plans and directions, within the context of the corresponding University plans;

2. to advise the Faculty Dean on the business case for new academic offerings;

3. to advise the Faculty Dean on Faculty teaching and research resources and on the policies of the Faculty;

4. to advise the Faculty Dean on policy and actions to foster and promote pure and applied research;

5. to determine the number of School Boards in the Faculty and the academic staff membership of the School Boards;

6. to advise Academic Council on matters referred to it for comment, and on any matters of concern to the Committee;

7. to advise the Faculty Dean on what Schools shall be established within the Faculty.

9. The Faculty Committee shall have the following membership:

1. the Faculty Dean (chair);

2. the Deans of all Schools located within the Faculty;

3. the Directors of the University Research Institutes located within the Faculty;

4. the Chair of the Faculty Learning and Teaching Committee;

5. the Faculty Office Manager. In an advisory role only;

6. the Manager, Faculty Student Administration (or nominee). In an advisory role only.

7. (a) additional members, not necessarily members of the Faculty, whom the Committee may co-opt, either on a personal basis or in an ex officio capacity;

   (b) Members co-opted on a personal basis, pursuant to sub-regulation 9(7)(a), shall be coopted for terms of two years.

Faculty Learning and Teaching Committee

10. Each Faculty shall have a Learning and Teaching Committee. The committee has the following responsibilities:

1. to advise the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Dean the structure of all courses, majors and minors (including professional doctorates) and the unit offerings within the Faculty;

2. to advise the Faculty Dean on matters pertaining to the Faculty coursework and research learning and teaching environment including assessment, plagiarism, graduate attributes, teaching quality, and learning and teaching resources.

3. to monitor learning and teaching quality and outcomes in the School and report on this to the Faculty Dean and Academic Council.

11. The membership of the Faculty Learning and Teaching Committee shall be:

1. A chair appointed by the Faculty Dean from amongst the academic staff
members of the Faculty after consultation with the School Deans

(2) Up to two academic staff members from each School appointed by the School Board.

(3) Two student members elected from among the undergraduate and postgraduate coursework students elected by and from the students enrolled in an undergraduate or postgraduate course or major based in the Faculty: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position to serve the remaining term.

12. (1) The Chair and the academic staff members shall serve for terms of two years and shall be eligible for reappointment.

(2) The term of the elected student members shall be for a calendar year.

Meetings of the Faculty Committee and Faculty Learning and Teaching Committee

13. (1) The Faculty Committee and the Faculty Learning and Teaching Committee shall meet at least quarterly according to their own schedule, and whenever convened by the Faculty Dean or upon receipt by the Chairs of a written request signed by at least three Committee members.

(2) At least three working days notice shall be given of the time, place and business of any meeting convened not in accordance with the Committees' schedules.

Deputy Chair

14. The Committees shall elect from among their members a Deputy Chair, who shall serve for the term of his or her appointment to the Committee, but in any case for not more than two years, and be eligible for re-election.

Schools

15. (1) The Vice Chancellor, after receiving advice from the Faculty Dean, may establish, disestablish and determine the nomenclature of Schools within each Faculty. The Faculty Dean will consult the Faculty Committee before submitting such advice.

(2) The Faculty Dean shall assign staff of the Faculty to Schools.

16. Each School shall operate within the strategic plan for the Faculty and policies approved by the Faculty Dean.

School Dean

17. (1) The Dean of each School shall be appointed by the Faculty Dean, after consultation with all academic and general staff members of the School and all student representatives on the School's committees. The Faculty Dean may revoke the appointment of a Dean whose performance after having been regularly monitored is, in the view of the Faculty Dean, not meeting expectations of the School or the Faculty.

(2) The School Dean shall be a member of the full-time academic staff of the rank of Lecturer level C or above. The Faculty Dean shall not be
eligible for appointment as School Dean, unless approval is given by the Deputy Vice Chancellor responsible for Faculty operations.

(3) The term of office of the School Dean shall be for up to three years. Appointees shall be eligible for re-appointment.

(4) The School Dean is responsible to the Faculty Dean for the leadership and good management of the School. Subject to the authority of the Faculty Dean, the School Dean is responsible for management of the School budget; achievement of the School KPIs as determined from time to time; academic leadership and management of the School's academic courses and research; the quality of the academic offerings of the School; allocation of teaching duties to all the School's academic staff (including professors); management of the staff of the School; promoting, developing and maintaining the external relations of the School and any matters delegated by the Faculty Dean.

(5) During the absence of the School Dean, the Faculty Dean will appoint an Acting School Dean. If the appointment is for a period of six months or more, before making an appointment the Faculty Dean will consult academic and general staff members of the School and student representatives on the School’s committees.

School Board

18. Each School shall have a School Board, except where the Faculty Committee determines that two or more Schools shall have one common School Board. The Board has the following responsibilities:

(1) to advise the School Dean on resource and strategic issues, the achievement of School KPIs and any other matters requested by the Faculty Dean;

(2) to recommend to the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Learning and Teaching Committee on the structure of the courses, majors and minors in the School, including the structure of professional doctorates; any alterations to their requirements; and on the units to be offered by them, including their title, points value and enrolment options;

(3) to determine the content, prerequisites and teaching methods of individual units offered by the School;

(4) to ensure that the assessment methods of individual units comply with the University’s Assessment Policy;

(5) to exercise academic oversight of the units and any research training offered by staff of that School;

(6) to develop strategies to achieve school KPIs and to continue to develop school capacity and capabilities as they relate to strategic plans of the University and School.

(7) to approve the School Role Statement for the School Review, and to determine the School's response to the report of that review;

(8) such other responsibilities as may be assigned by Regulations, Rules, Academic Council or by the Faculty Dean.

19. The membership of the School Board shall be:

(1) the School Dean (chair); where there is a single School Board for several Schools the School Board shall elect one of the School Deans as chair.

(2) all Programme Chairs of courses based in that School

(3) such other academic staff of the School as are determined by the Faculty Committee;
(4) the School representative(s) on the Faculty Leaning and Teaching Committee

(5) two students elected by and from the students enrolled in an undergraduate or postgraduate coursework course or major based in the School: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position;

(6) one postgraduate research student elected by and from the postgraduate research students enrolled in the School;

(7) one member elected by and from among the general staff members of the School;

(8) up to three co-opted members from within or outside the University.

20. (1) The terms of the elected students shall be one calendar year
(2) The term of any elected members of staff and any co-opted members shall be 2 years

21. (1) The School Board shall meet at least quarterly, and when requested in writing by three or more of its members.
(2) The School Board may establish Sub-Committees for major(s) and course(s), but responsibility for recommendations to the Faculty Dean on all academic issues remains with the School Board. Membership of Sub-Committees for interdisciplinary majors and courses shall include staff from outside the School/Faculty, where appropriate.

22. A School meeting of all staff shall be held at least once a year.
Faculty Regulations (with commentary)

Faculties

1. These regulations apply to the academic Faculties of the University.

2. Faculties are as named and established by Senate upon recommendation from Academic Council, and constituted by these Regulations

Interpretation

2A. References to the Faculty Committee throughout these regulations shall be construed as a reference to the body referred to as either the "Faculty Board", "Divisional Board" or "Board of the Division" in all instances where those terms are used in any other Statute, regulation, rule or by-law of the University.

Membership of Faculties

3. The membership of each Faculty shall consist of
   (1) all permanent and temporary Academic Staff and General Staff assigned to that Faculty by the Vice Chancellor;
   (2) all postgraduate research Students whose principal supervisors are members of the Academic Staff of the Faculty; and
   (3) all undergraduate and postgraduate coursework Students enrolled in courses assigned to that Faculty by the Academic Council.

Faculty Dean

4. (1) Each Faculty shall have a Faculty Dean, who must report to, and be subject to directions from, the Deputy Vice Chancellor responsible for Faculty operations.

   (2) A Faculty Dean's responsibilities are to:
   (a) provide effective management and administrative leadership of the Faculty, including taking the initiative in developing and implementing Faculty policies, strategic plans, and budget strategies, within the context of corresponding University policies, plans, directions and strategies; and, in conjunction with School Boards facilitate the shaping of the academic profile of the Faculty.
   (b) After receiving and considering any recommendations of School Boards and the advice of the Faculty Learning and Teaching Committee and the Faculty Committee, make recommendations to Deputy Vice Chancellor responsible for Faculty operations on the introduction of any new academic majors, minors and courses within the Faculty; recommending the structure of professional doctorates to the Research and Development Board; and, in accordance with regulations and guidelines approved by Academic Council, determining the structure of all courses, majors and minors (other than professional doctorates) and the unit offerings within the Faculty
   (c) manage and administer the financial, human, equipment, space and other resources of the Faculty.
   (d) foster excellence in teaching, learning and research throughout the Faculty, including to monitor performance outcomes and introduce strategies to improve performance, where needed;
   (e) allocate duties to staff of the Faculty, and oversee the
development and performance appraisal of those staff;
(f) represent the Faculty within the University;
(g) promote, develop and maintain the external relations of the Faculty;
(h) act as part of the senior management of the University, and contribute to the development and implementation of University policies and priorities;
(i) carry out any other duties imposed by the Statutes, Regulations, resolution of the Senate or determined by the Deputy Vice Chancellor responsible for Faculty operations.

3. The Faculty Dean may delegate authority to other staff of the Faculty to act in respect of any of the matters specified in Sub-Regulation 4(2), and in respect of responsibilities assigned to the Faculty Dean by other University Regulations. All continuing delegations shall be authorised in writing, and communicated to staff in the Faculty and to senior executives, managers and administrators in other parts of the University.

4. Every delegation under this regulation shall be revocable by the Faculty Dean, and no delegation shall prevent the Faculty Dean carrying out the responsibilities imposed by this Regulation.

5. Subject to the approval of the Deputy Vice Chancellor responsible for Faculty operations, the Faculty Dean may establish one or more positions to exercise this delegated authority.

5. (1) Subject to sub-regulation 5(2), the Faculty Dean shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, after external advertisement and a recommendation from a selection committee chaired by the Deputy Vice Chancellor responsible for Faculty operations. If the Deputy Vice Chancellor responsible for Faculty operations does not accept the recommendation of the selection committee, the matter shall be referred to the Vice Chancellor for determination. The members of the selection committee shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, and shall include:
(a) The Deputy Vice Chancellor responsible for Faculty operations;
(b) A majority who are staff and students of the Faculty;
(c) at least one student of the Faculty.

5. (2) In exceptional circumstances the Vice Chancellor may authorise the Deputy Vice Chancellor responsible for Faculty operations to appoint a Faculty Dean without using the process outlined in sub-regulation 5(1). Such a decision shall be made only after considering a written report from the Deputy Vice Chancellor responsible for Faculty operations outlining why that appointment process should not be used.

6. Subject to the terms and conditions of the appointment, the Faculty Dean shall be appointed for an initial term of up to five years. This appointment may be extended by the Vice Chancellor for further terms of not more than five years, on the recommendation of the Deputy Vice Chancellor responsible for Faculty operations after consultation with the Faculty Committee.

7. The Deputy Vice Chancellor responsible for Faculty operations will appoint an acting Faculty Dean to carry out the responsibilities of the Faculty Dean during any period of absence of the incumbent or pending the appointment of a replacement following vacation of the office.
Faculty Committee

8. Each Faculty shall have a Faculty Committee. The Faculty Committee’s main role is to advise the Faculty Dean and its responsibilities include the following:

Commentary:
The Faculty Committee has an advisory role to assist the FD in the management of the Faculty and Faculty resources.

(1) to recommend to the Faculty Dean the Faculty's strategic plans and directions, within the context of the corresponding University plans;
(2) to advise the Faculty Dean on the business case for new academic offerings;
(3) to advise the Faculty Dean on Faculty teaching and research resources and on the policies of the Faculty;
(4) to advise the Faculty Dean on policy and actions to foster and promote pure and applied research;
(5) to determine the number of School Boards in the Faculty and the academic staff membership of the School Boards;
(6) to advise Academic Council on matters referred to it for comment, and on any matters of concern to the Committee;
(7) to advise the Faculty Dean on what Schools shall be established within the Faculty.

9. The Faculty Committee shall have the following membership:

Commentary:
The Faculty Committee membership is effectively the Faculty management team. It brings together the people responsible for the academic leadership (School Deans) and the research leadership (Institute Directors) together with key administrative managers.

(1) the Faculty Dean (chair);
(2) the Deans of all Schools located within the Faculty;
(3) the Directors of the University Research Institutes located within the Faculty;
(4) the Chair of the Faculty Learning and Teaching Committee;
(5) the Faculty Office Manager. In an advisory role only;
(6) the Manager, Faculty Student Administration (or nominee). In an advisory role only.
(7) (a) additional members, not necessarily members of the Faculty, whom the Committee may co-opt, either on a personal basis or in an ex officio capacity;
(b) Members co-opted on a personal basis, pursuant to sub-regulation 9(7)(a), shall be coopted for terms of two years.

Faculty Learning and Teaching Committee

10. Each Faculty shall have a Learning and Teaching Committee. The committee has the following responsibilities:

Commentary:
The Faculty L&T Committee advises the

(1) to advise the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Dean the structure of all courses, majors and minors (including professional doctorates) and the unit offerings within the Faculty;
(2) to advise the Faculty Dean on matters pertaining to the Faculty
coursework and research learning and teaching environment including assessment, plagiarism, graduate attributes, teaching quality, and learning and teaching resources.

(3) to monitor learning and teaching quality and outcomes in the School and report on this to the Faculty Dean and Academic Council.

11. The membership of the Faculty Learning and Teaching Committee shall be:

(1) A chair appointed by the Faculty Dean from amongst the academic staff members of the Faculty after consultation with the School Deans
(2) Up to two academic staff members from each School appointed by the School Board.
(3) Two student members elected from among the undergraduate and postgraduate coursework students elected by and from the students enrolled in an undergraduate or postgraduate course or major based in the Faculty: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position to serve the remaining term.

12. (1) The Chair and the academic staff members shall serve for terms of two years and shall be eligible for reappointment.
(2) The term of the elected student members shall be for a calendar year.

Meetings of the Faculty Committee and Faculty Learning and Teaching Committee

13. (1) The Faculty Committee and the Faculty Learning and Teaching Committee shall meet at least quarterly according to their own schedule, and whenever convened by the Faculty Dean or upon receipt by the Chairs of a written request signed by at least three Committee members.
(2) At least three working days notice shall be given of the time, place and business of any meeting convened not in accordance with the Committees’ schedules.

Deputy Chair

14. The Committees shall elect from among their members a Deputy Chair, who shall serve for the term of his or her appointment to the Committee, but in any case for not more than two years, and be eligible for re-election.

Schools

15. (1) The Vice Chancellor, after receiving advice from the Faculty Dean, may establish, disestablish and determine the nomenclature of Schools within each Faculty. The Faculty Dean will consult the Faculty Committee before submitting such advice.
(2) The Faculty Dean shall assign staff of the Faculty to Schools.
16. Each School shall operate within the strategic plan for the Faculty and policies approved by the Faculty Dean.

School Dean

17. (1) The Dean of each School shall be appointed by the Faculty Dean, after consultation with all academic and general staff members of the School and all student representatives on the School’s committees. The Faculty Dean may revoke the appointment of a Dean whose performance after having been regularly monitored is, in the view of the Faculty Dean, not meeting expectations of the School or the Faculty.

Commentary: The School Dean is the academic leader of the School and is responsible for the good management of the School. This section defines the roles and responsibilities of the School Dean.

(2) The School Dean shall be a member of the full-time academic staff of the rank of Lecturer level C or above. The Faculty Dean shall not be eligible for appointment as School Dean, unless approval is given by the Deputy Vice Chancellor responsible for Faculty operations.

(3) The term of office of the School Dean shall be for up to three years. Appointees shall be eligible for re-appointment.

(4) The School Dean is responsible to the Faculty Dean for the leadership and good management of the School. Subject to the authority of the Faculty Dean, the School Dean is responsible for management of the School budget; achievement of the School KPIs as determined from time to time; academic leadership and management of the School's academic courses and research; the quality of the academic offerings of the School; allocation of teaching duties to all the School's academic staff (including professors); management of the staff of the School; promoting, developing and maintaining the external relations of the School and any matters delegated by the Faculty Dean.

(5) During the absence of the School Dean, the Faculty Dean will appoint an Acting School Dean. If the appointment is for a period of six months or more, before making an appointment the Faculty Dean will consult academic and general staff members of the School and student representatives on the School’s committees.

School Board

18. Each School shall have a School Board, except where the Faculty Committee determines that two or more Schools shall have one common School Board. The Board has the following responsibilities:

Commentary: The School Board is the key body which makes decisions on the academic merit of the courses and units taught. Before any academic offering is approved the School Committee must

(1) to advise the School Dean on resource and strategic issues, the achievement of School KPIs and any other matters requested by the Faculty Dean;

(2) to recommend to the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Learning and Teaching Committee on the structure of the courses, majors and minors in the School, including the structure of professional doctorates; any alterations to their requirements; and on the units to be offered by them, including their title, points value and enrolment options;

(3) to determine the content, prerequisites and teaching methods of individual units offered by the School;

(4) to ensure that the assessment methods of individual units comply with the University’s Assessment Policy;

(5) to exercise academic oversight of the units and any research training offered by staff of that School;
recommend it to the FD.

(6) to develop strategies to achieve school KPIs and to continue to develop school capacity and capabilities as they relate to strategic plans of the University and School.

(7) to approve the School Role Statement for the School Review, and to determine the School's response to the report of that review;

(8) such other responsibilities as may be assigned by Regulations, Rules, Academic Council or by the Faculty Dean.

19. The membership of the School Board shall be:

Commentary:
The membership of the School Board has representation from the academic staff and the coursework and research students in the School as well as the general staff to provide the best combination of expertise and knowledge. Because of the variable size of Schools and the diversity of disciplines it is the faculty Committee which determines the number of School Boards in the Faculty and the academic staff membership on the Board.

(1) the School Dean (chair); where there is a single School Board for several Schools the School Board shall elect one of the School Deans as chair.

(2) all Programme Chairs of courses based in that School

(3) such other academic staff of the School as are determined by the Faculty Committee;

(4) the School representative(s) on the Faculty Learning and Teaching Committee

(5) two students elected by and from the students enrolled in an undergraduate or postgraduate coursework course or major based in the School: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position;

(6) one postgraduate research student elected by and from the postgraduate research students enrolled in the School;

(7) one member elected by and from among the general staff members of the School;

(8) up to three co-opted members from within or outside the University.

20. (1) The terms of the elected students shall be one calendar year

(2) The term of any elected members of staff and any co-opted members shall be 2 years

21. (1) The School Board shall meet at least quarterly, and when requested in writing by three or more of its members.

(2) The School Board may establish Sub-Committees for major(s) and
course(s), but responsibility for recommendations to the Faculty Dean on all academic issues remains with the School Board. Membership of Sub-Committees for interdisciplinary majors and courses shall include staff from outside the School/Faculty, where appropriate.

22. A School meeting of all staff shall be held at least once a year.

Commentary:
The School meeting is an information exchange forum involving all staff members of the School.
Faculty Regulations

Faculties

1. These regulations apply to the academic Faculties of the University.

2. Faculties are as named and established by Senate upon recommendation from Academic Council, and constituted by these Regulations

Interpretation

2A. References to the Faculty Committee throughout these regulations shall be construed as a reference to the body referred to as either the "Faculty Board", "Divisional Board" or "Board of the Division" in all instances where those terms are used in any other Statute, regulation, rule or by-law of the University.

Membership of Faculties

3. The membership of each Faculty shall consist of
   (1) all permanent and temporary Academic Staff and General Staff assigned to that Faculty by the Vice Chancellor;
   (2) all postgraduate research Students whose principal supervisors are members of the Academic Staff of the Faculty; and
   (3) all undergraduate and postgraduate coursework Students enrolled in courses assigned to that Faculty by the Academic Council.

Faculty Dean

4. (1) Each Faculty shall have a Faculty Dean, who must report to, and be subject to directions from, the Deputy Vice Chancellor responsible for Faculty operations.

(2) A Faculty Dean’s responsibilities are to:
   (a) provide effective management and administrative leadership of the Faculty, including taking the initiative in developing and implementing Faculty policies, strategic plans, and budget strategies, within the context of corresponding University policies, plans, directions and strategies; and, in conjunction with School Boards facilitate the shaping of the academic profile of the Faculty.
   (b) After receiving and considering any recommendations of School Boards and the advice of the Faculty Learning and Teaching Committee and the Faculty Committee, make recommendations to Deputy Vice Chancellor responsible for Faculty operations on the introduction of any new academic majors, minors and courses within the Faculty; recommending the structure of professional doctorates to the Research and Development Board; and, in accordance with regulations and guidelines approved by Academic Council, determining the structure of all courses, majors and minors (other than professional doctorates) and the unit offerings within the Faculty.
   (c) manage and administer the financial, human, equipment, space and other resources of the Faculty.
   (d) foster excellence in teaching, learning and research throughout the Faculty, including to monitor performance outcomes and introduce strategies to improve performance, where needed;
   (e) allocate duties to staff of the Faculty, and oversee the development and performance appraisal of those staff;
   (f) represent the Faculty within the University;
(g) promote, develop and maintain the external relations of the Faculty;
(h) act as part of the senior management of the University, and contribute to the development and implementation of University policies and priorities;
(i) carry out any other duties imposed by the Statutes, Regulations, resolution of the Senate or determined by the Deputy Vice Chancellor responsible for Faculty operations.

3. The Faculty Dean may delegate authority to other staff of the Faculty to act in respect of any of the matters specified in Sub-Regulation 4(2), and in respect of responsibilities assigned to the Faculty Dean by other University Regulations. All continuing delegations shall be authorised in writing, and communicated to staff in the Faculty and to senior executives, managers and administrators in other parts of the University.

4. Every delegation under this regulation shall be revocable by the Faculty Dean, and no delegation shall prevent the Faculty Dean carrying out the responsibilities imposed by this Regulation.

5. Subject to the approval of the Deputy Vice Chancellor responsible for Faculty operations, the Faculty Dean may establish one or more positions to exercise this delegated authority.

5. (1) Subject to sub-regulation 5(2), the Faculty Dean shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, after external advertisement and a recommendation from a selection committee chaired by the Deputy Vice Chancellor responsible for Faculty operations. If the Deputy Vice Chancellor responsible for Faculty operations does not accept the recommendation of the selection committee, the matter shall be referred to the Vice Chancellor for determination. The members of the selection committee shall be appointed by the Deputy Vice Chancellor responsible for Faculty operations, and shall include:
   (a) The Deputy Vice Chancellor responsible for Faculty operations;
   (b) A majority who are staff and students of the Faculty;
   (c) at least one student of the Faculty.

(2) In exceptional circumstances the Vice Chancellor may authorise the Deputy Vice Chancellor responsible for Faculty operations to appoint a Faculty Dean without using the process outlined in sub-regulation 5(1). Such a decision shall be made only after considering a written report from the Deputy Vice Chancellor responsible for Faculty operations outlining why that appointment process should not be used.

6. Subject to the terms and conditions of the appointment, the Faculty Dean shall be appointed for an initial term of up to five years. This appointment may be extended by the Vice Chancellor for further terms of not more than five years, on the recommendation of the Deputy Vice Chancellor responsible for Faculty operations after consultation with the Faculty Committee.

7. The Deputy Vice Chancellor responsible for Faculty operations will appoint an acting Faculty Dean to carry out the responsibilities of the Faculty Dean during any period of absence of the incumbent or pending the appointment of a replacement following vacation of the office.

Faculty Committee
8. Each Faculty shall have a Faculty Committee. The Faculty Committee’s main role is to advise the Faculty Dean and its responsibilities include the following:

(1) to recommend to the Faculty Dean the Faculty's strategic plans and directions, within the context of the corresponding University plans;
(2) to advise the Faculty Dean on the business case for new academic offerings;
(3) to advise the Faculty Dean on Faculty teaching and research resources and on the policies of the Faculty;
(4) to advise the Faculty Dean on policy and actions to foster and promote pure and applied research;
(5) to determine the number of School Boards in the Faculty and the academic staff membership of the School Boards;
(6) to advise Academic Council on matters referred to it for comment, and on any matters of concern to the Committee;
(7) to advise the Faculty Dean on what Schools shall be established within the Faculty.

9. The Faculty Committee shall have the following membership:

(1) the Faculty Dean (chair);
(2) the Deans of all Schools located within the Faculty;
(3) the Directors of the University Research Institutes located within the Faculty;
(4) the Chair of the Faculty Learning and Teaching Committee;
(5) the Faculty Office Manager. In an advisory role only;
(6) the Manager, Faculty Student Administration (or nominee). In an advisory role only.
(7) (a) additional members, not necessarily members of the Faculty, whom the Committee may co-opt, either on a personal basis or in an ex officio capacity;
(b) Members co-opted on a personal basis, pursuant to sub-regulation 9(7)(a), shall be coopted for terms of two years.

Faculty Learning and Teaching Committee

10. Each Faculty shall have a Learning and Teaching Committee. The committee has the following responsibilities:

(1) to advise the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Dean the structure of all courses, majors and minors (including professional doctorates) and the unit offerings within the Faculty;
(2) to advise the Faculty Dean on matters pertaining to the Faculty coursework and research learning and teaching environment including assessment, plagiarism, graduate attributes, teaching quality, and learning and teaching resources.
(3) to monitor learning and teaching quality and outcomes in the School and report on this to the Faculty Dean and Academic Council.

11. The membership of the Faculty Learning and Teaching Committee shall be:

(1) A chair appointed by the Faculty Dean from amongst the academic staff members of the Faculty after consultation with the School Deans
(2) Up to two academic staff members from each School appointed by the
School Board.

(3) Two student members elected from among the undergraduate and postgraduate coursework students elected by and from the students enrolled in an undergraduate or postgraduate course or major based in the Faculty: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position to serve the remaining term.

12. (1) The Chair and the academic staff members shall serve for terms of two years and shall be eligible for reappointment.

(2) The term of the elected student members shall be for a calendar year.

Meetings of the Faculty Committee and Faculty Learning and Teaching Committee

13. (1) The Faculty Committee and the Faculty Learning and Teaching Committee shall meet at least quarterly according to their own schedule, and whenever convened by the Faculty Dean or upon receipt by the Chairs of a written request signed by at least three Committee members.

(2) At least three working days notice shall be given of the time, place and business of any meeting convened not in accordance with the Committees’ schedules.

Deputy Chair

14. The Committees shall elect from among their members a Deputy Chair, who shall serve for the term of his or her appointment to the Committee, but in any case for not more than two years, and be eligible for re-election.

Schools

15. (1) The Vice Chancellor, after receiving advice from the Faculty Dean, may establish, disestablish and determine the nomenclature of Schools within each Faculty. The Faculty Dean will consult the Faculty Committee before submitting such advice.

(2) The Faculty Dean shall assign staff of the Faculty to Schools.

16. Each School shall operate within the strategic plan for the Faculty and policies approved by the Faculty Dean.

School Dean

17. (1) The Dean of each School shall be appointed by the Faculty Dean, after consultation with all academic and general staff members of the School and all student representatives on the School’s committees. The Faculty Dean may revoke the appointment of a Dean whose performance after having been regularly monitored is, in the view of the Faculty Dean, not meeting expectations of the School or the Faculty.

(2) The School Dean shall be a member of the full-time academic staff of the rank of Lecturer level C or above. The Faculty Dean shall not be eligible for appointment as School Dean, unless approval is given by the Deputy Vice Chancellor responsible for Faculty operations.
The term of office of the School Dean shall be for up to three years. Appointees shall be eligible for re-appointment.

The School Dean is responsible to the Faculty Dean for the leadership and good management of the School. Subject to the authority of the Faculty Dean, the School Dean is responsible for management of the School budget; achievement of the School KPIs as determined from time to time; academic leadership and management of the School's academic courses and research; the quality of the academic offerings of the School; allocation of teaching duties to all the School's academic staff (including professors); management of the staff of the School; promoting, developing and maintaining the external relations of the School and any matters delegated by the Faculty Dean.

During the absence of the School Dean, the Faculty Dean will appoint an Acting School Dean. If the appointment is for a period of six months or more, before making an appointment the Faculty Dean will consult academic and general staff members of the School and student representatives on the School’s committees.

**School Board**

Each School shall have a School Board, except where the Faculty Committee determines that two or more Schools shall have one common School Board. The Board has the following responsibilities:

1. to advise the School Dean on resource and strategic issues, the achievement of School KPIs and any other matters requested by the Faculty Dean;
2. to recommend to the Faculty Dean on the introduction of any new academic majors, minors and courses within the Faculty including the structure of professional doctorates; to recommend to the Faculty Learning and Teaching Committee on the structure of the courses, majors and minors in the School, including the structure of professional doctorates; any alterations to their requirements; and on the units to be offered by them, including their title, points value and enrolment options;
3. to determine the content, prerequisites and teaching methods of individual units offered by the School;
4. to ensure that the assessment methods of individual units comply with the University’s Assessment Policy;
5. to exercise academic oversight of the units and any research training offered by staff of that School;
6. to develop strategies to achieve school KPIs and to continue to develop school capacity and capabilities as they relate to strategic plans of the University and School.
7. to approve the School Role Statement for the School Review, and to determine the School's response to the report of that review;
8. such other responsibilities as may be assigned by Regulations, Rules, Academic Council or by the Faculty Dean.

The membership of the School Board shall be:

1. the School Dean (chair); where there is a single School Board for several Schools the School Board shall elect one of the School Deans as chair.
2. all Programme Chairs of courses based in that School
3. such other academic staff of the School as are determined by the Faculty Committee;
4. the School representative(s) on the Faculty Learning and Teaching Committee
(5) two students elected by and from the students enrolled in an undergraduate or postgraduate coursework course or major based in the School: where there is any casual vacancy resulting from insufficient candidates standing for election, or from a student member resigning or becoming ineligible, the Council of the Guild of Students shall appoint a replacement member from among those students eligible for election to the position;

(6) one postgraduate research student elected by and from the postgraduate research students enrolled in the School;

(7) one member elected by and from among the general staff members of the School;

(8) up to three co-opted members from within or outside the University.

20. (1) The terms of the elected students shall be one calendar year
(2) The term of any elected members of staff and any co-opted members shall be 2 years

21. (1) The School Board shall meet at least quarterly, and when requested in writing by three or more of its members.
(2) The School Board may establish Sub-Committees for major(s) and course(s), but responsibility for recommendations to the Faculty Dean on all academic issues remains with the School Board. Membership of Sub-Committees for interdisciplinary majors and courses shall include staff from outside the School/Faculty, where appropriate.

22. A School meeting of all staff shall be held at least once a year.
No. | Summary |
---|---|
LC/01/2008 | to recommend to Senate to approve the attached amendments to: |
(i) | Postgraduate Coursework Regulations Schedule 2 (Postgraduate coursework qualifications) (AC/137/2007) amendments attached |
(ii) | Postgraduate Coursework Regulations, Schedule 2 (Postgraduate coursework qualifications) (AC/5/2008(v)) amendments attached |
(iii) | Bachelor Regulations 1.(1) (AC/5/2008 (v)) amendments attached |
(iv) | Bachelor Degree Regulations 18. (1) (AC/16/2008) amendments attached |
(v) | Academic Progress Rules for Postgraduate Coursework Qualifications (AC/18/2008) amendments attached |
LC/02/2008 | to recommend to Senate to approve the attached amendments to Statute 5 – Academic Council (AC/39/2008)(iii) |
LC/03/2008 | (i) to recommend to Senate to approve the attached amendments to the Standing Orders for Academic Council and Sub-ordinate Bodies (AC/64/2008) |
(ii) | to recommend to Senate to approve the attached amendments to Bachelor Degree Regulations 1.(1) (AC/67/2008)(xvi) |
(iii) | to recommend to Senate to approve the attached amendments to Postgraduate Coursework Regulations 1.(1) (AC/67/2008)(xvi) |
LC/04/2008 | to recommend to Senate to approve the attached Faculty Regulations (AC/79/2008) which will replace the Faculty Regulations implemented under S/49/2007, in its entirety. |
LC/05/2008 | to recommend to Senate to approve the attached Postgraduate Coursework regulations (AC/103/2008), (AC/119/2008) and (AC/120/2008). |
LC/06/2008 | to recommend to Senate to approve the attached Faculty Regulations (AC/113/2008) which will replace the Faculty Regulations implemented under S/49/2007, in its entirety. |