Terms of Reference - Faculty Board

1. Purpose of the Board

1.1 These terms of reference set out the roles and responsibilities, composition and structure of a Faculty Board.

2. Roles and responsibilities

2.1 The functions of the Faculty Board are to:

(a) consider and provide advice to the Dean regarding the academic governance arrangements and oversight appropriate for the Faculty, which include:

(i) the quality of the Faculty's teaching and learning;
(ii) the assessment and progress of students including monitoring and overseeing the integrity of results and examinations;
(iii) the research activities in or associated with the Faculty;
(iv) matters associated with Higher Degree Research programs;
(v) proposals for the establishment, revision or discontinuation of academic programs and courses;
(vi) the academic governance arrangements of schools of the Faculty;
(vii) any other academic matter related to the activities of the Faculty

(b) perform such functions as delegated to it by the Council;

(c) provide advice to the Dean about the Faculty Committee structure in accordance with Part 4 of the Rules, and to consider such structure on an annual basis;

(d) recommend to the Dean the appointment of persons to the Faculty Committees in accordance with Part 4 of the Rules.

2.2 The Faculty Board may undertake the detailed examination of the matters referred to in 2.1 (a) above and make recommendations to the relevant School, Faculty or University Committee. This may include recommendations relating to academic quality program matters. Alternatively, the relevant Faculty
Committee, as determined by the Faculty Board, may perform the functions prescribed in 2.1 above.

2.3 In accordance with Rule 4.14, nothing in these Terms of Reference affects the precedence or authority of the Council, the Chancellor, the Deputy Chancellor, the Vice-Chancellor or the Dean of any Faculty.

3. **Composition and Structure**

3.1 The membership of each Faculty Board shall be approved by the Dean and shall comprise:

   (a) the Dean of the Faculty;
   
   (b) the Deputy and Associate Deans of the Faculty;
   
   (c) the Heads of the Schools of the Faculty;
   
   (d) at least 1 person elected by and from the academic staff of the Faculty (unless the Dean determines that all academic staff shall be members, in which case no elections are required);
   
   (e) at least 1 person elected by and from the students enrolled in Faculty programs;
   
   (f) such other persons as the Dean appoints.

3.4 Each Faculty Board shall be chaired by the Dean or the nominee of the Dean.

3.5 Quorum shall be determined by the Faculty Board, but shall be a minimum of one half of the membership or not less than ten (10) (whichever is the lesser) and no greater than twenty (20).

4. **Meetings and attendance**

4.1 Each Faculty Board will meet at least four (4) times per annum and the schedule of meetings will be agreed in advance.

4.2 The Chair may convene additional meetings at any time on reasonable notice.

4.3 Should the Chair be absent from the meeting, the Deputy Dean (or equivalent) shall chair the meeting.

4.4 The agenda will be set by the Chair and supporting papers will be delivered to Board members in advance of the meeting. At the discretion of the Chair of the meeting, additional papers may be tabled for discussion at the meeting.

4.5 Matters before the Faculty Board are expected to be resolved on a consensus basis. However, if there is a need for a vote, then the matter shall be decided by
the majority of the members present; and in the case of an equality of votes, the Chair shall have a casting vote.

4.6 The secretary of the Board and Committees will be a representative from Governance.

4.7 Minutes of all meetings shall be approved by the Board and signed by the Chair of the next Board meeting.

4.8 Meetings may be held by electronic means, however for at least two meetings per annum the Board must meet in person.

4.9 The Chair may exclude student members from those parts of meetings which discuss matters affecting identifiable students.

5. Reporting

5.1 The minutes of each Faculty Board meeting shall be tabled with the Academic Board.

6. Review

6.1 The Academic Board will review the Terms of Reference every two years to keep it up to date and consistent with the Faculty Board’s authority, objectives and responsibilities. The Academic Board will make recommendations for any amendments to Council.

6.2 Amendments to the Terms of Reference are to be approved by Council.