



# UNIVERSITY OF SYDNEY (GOVERNANCE OF FACULTIES AND UNIVERSITY SCHOOLS) RULE 2016

The Senate, as the governing authority of the University of Sydney, by resolution adopts the following Rule under subsection 37(1) of the University of Sydney Act 1989 (as amended) for the purposes of the University of Sydney By-law 1999.

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## **PART 1 - PRELIMINARY**

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### **1.1 Name of Rule**

This is the University of Sydney (Governance of Faculties and University Schools) Rule 2016.

## 1.2 Commencement

This Rule commences on 1 January 2017.

## 1.3 Application

This Rule applies to all faculties and University schools.

## 1.4 Statement of intent

- (1) This Rule stipulates the requirements for operational governance within faculties and University schools.
- (2) This Rule binds:
  - (a) Executive Deans, Deans, Heads of School, Heads of Clinical School, and Head of School and Deans (University schools);
  - (b) Deputy Executive Deans, Deputy Deans, Deputy Head of School and Deputy Deans (University schools), and Associate Deans; and
  - (c) all members of faculty, school and University school committees, including faculty boards, University school boards, executive committees, leadership groups, sub-committees, working parties and advisory committees.

## 1.5 Interpretation

- (1) In this Rule:

<b>academic affairs</b>	means the teaching and research activities of a faculty or University school, including award courses, honours, higher degrees by research, quality improvement and educational integrity.
<b>academic staff member</b>	means a person who: <ul style="list-style-type: none"><li>• is employed by the University as a member of its academic staff, other than as a casual member; or</li><li>• is an affiliate who holds an approved leadership position and who is not a member of the University's professional staff.</li></ul>
<b>administrative, strategic and operational affairs</b>	means financial, human resources, fundraising, marketing, communications and other activities relating to the administration and operation of a faculty or University school.

<b>affiliate</b>	<p>means a person appointed or engaged by the University to perform duties or functions on its behalf, including but not limited to:</p> <ul style="list-style-type: none"> <li>• an honorary title holder engaged under the <a href="#">Honorary Titles Policy 2013</a>;</li> <li>• a consultant or contractor to the University; and</li> <li>• an office holder in a University entity, a member of any University committee, board or foundation.</li> </ul> <p>An affiliate is not an employee on the University.</p>
<b>allocated position</b>	<p>means a position allocated to be filled by a member of a particular group, as provided in sections 3.4, 3.7(3), 3.7(5), 4.4(2), 6.4 and 6.7(2).</p>
<b>approved leadership position</b>	<p>means a position designated as such by the Provost.</p>
<b>award course</b>	<p>means a course approved by the Academic Board and endorsed by the Senate on the recommendation of the Academic Board, that leads to the conferral of a degree or the award of a diploma or certificate, including a Sydney Professional Certificate.</p>
<b>clinical school</b>	<p>means a clinical school within the University of Sydney Medical School in the Faculty of Medicine and Health, established consistently with Part 5 of this Rule.</p>
<b>core Associate Dean</b>	<p>means an Associate Dean whose area of accountability corresponds to a committee of the University Executive. At the date of this Rule these are:</p> <ul style="list-style-type: none"> <li>• Associate Dean (Research)</li> <li>• Associate Dean (Research Education)</li> <li>• Associate Dean (Education)</li> <li>• Associate Dean (Indigenous Strategy and Services)</li> <li>• Associate Dean (Student Life)</li> </ul>
<b>day</b>	<p>means calendar day.</p>
<b>Dean</b>	<p>means any Dean of a faculty.</p>
<b>Deputy Dean</b>	<p>means the Deputy Dean of a faculty.</p>
<b>Deputy Executive Dean</b>	<p>means a Deputy Executive Dean of the Faculty of Medicine and Health.</p>
<b>discipline</b>	<p>means an intellectual community within a faculty, responsible for curriculum development and research endeavour within an internationally recognised field of inquiry. In this Rule, this term does not refer to sub-units within schools, even if named or described as disciplines.</p>

<b>Executive Committee</b>	means an executive committee established by an Executive Dean, a Dean or a Head of School and Dean (University school) in accordance with section 3.11 or 6.11 of this Rule, to deal with administrative, strategic and operational matters.
<b>Executive Dean</b>	means any Executive Dean of a faculty
<b>Executive Dean's Committee</b>	means an executive committee established by an Executive Dean in accordance with section 3.11 of this Rule, to deal with administrative, strategic and operational matters.
<b>faculty</b>	means a faculty constituted in accordance with this Rule.
<b>faculty board</b>	means a board established in accordance with section 3.7 of this Rule, to address academic matters.
<b>Head of Clinical School</b>	means the head of a clinical school within the Sydney Medical School in the Faculty of Medicine and Health.
<b>Head of School</b>	means the head of a school within a faculty, including a Head of School and Dean.
<b>Head of School and Dean</b>	means any Head of School and Dean of a University school.
<b>Leadership Group</b>	means a group established by an Executive Dean, Dean, or Head of School and Dean (University school), in accordance with section 3.14 or 6.14 of this Rule.
<b>professional staff member</b>	means a person who has been employed by the University as a member of its professional staff, and who is not a member of the University's academic staff.
<b>program</b>	has the meaning given to it in the <a href="#">Coursework Policy 2014</a> , which at the date of this Rule is: <p style="margin-left: 40px;">means a combination of units of study that develops expertise in a multi-disciplinary domain or a professional or specialist field and includes at least one recognised major.</p> <p><b>Note:</b> See also <a href="#">Learning and Teaching Policy 2015</a>.</p>
<b>school</b>	means a school within a faculty established and constituted in accordance with this Rule.
<b>School Manager</b>	means a person formally appointed to that position in a school within a faculty.
<b>School General Manager</b>	means a person formally appointed to that position in a University school.
<b>significant component of an award course</b>	means any of a stream, program, major, minor, degree core or capstone experience. <p><b>Note:</b> See the <a href="#">Learning and Teaching Policy 2015</a></p>

**student** means a person who is currently admitted to candidature in an award course of the University.

**temporary staff member** means an academic staff member or a professional staff member who has been employed by the University in a fixed term or contract position, but not a casual position.

**University Executive** means the committee of that name, which comprises members of the University's senior leadership team.

**University school** means a University school that is not within a faculty and is constituted in accordance with Part 6 of this Rule.

**University school board** means a board established in accordance with section 6.7 of this Rule, to address academic matters.

- (2) A heading to a Part or Schedule is a provision of this Rule. Other headings are not provisions of this Rule, but the number of a section or subsection is a provision of this Rule even if it is in a heading.
- (3) A note, marginal note, footnote or endnote is not a provision of this Rule.
- (4) A reference to a rule (other than this Rule) or policy is a reference to the rule or policy as amended or replaced by the University from time to time.

## **PART 2 - ESTABLISHMENT OF FACULTIES AND UNIVERSITY SCHOOLS**

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### **2.1 Application**

This Part applies to all:

- (a) faculties; and
- (b) University schools.

### **2.2 Establishment of faculties**

- (1) There will be the following faculties, however named:
  - (a) the Faculty of Arts and Social Sciences;
  - (b) the Faculty of Business;
  - (c) the Faculty of Engineering;
  - (d) the Faculty of Medicine and Health; and
  - (e) the Faculty of Science.

## 2.3 Establishment of University schools

There will be the following University schools, however named:

- (a) The University of Sydney School of Architecture, Design and Planning;
- (b) The Sydney Conservatorium of Music; and
- (c) The University of Sydney Law School.

## PART 3 - FACULTIES

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### 3.1 Application

This Part applies to:

- (a) the Faculty of Arts and Social Sciences;
- (b) the Faculty of Business;
- (c) the Faculty of Engineering;
- (d) the Faculty of Medicine and Health; and
- (e) the Faculty of Science.

### 3.2 Faculty leadership

- (1) The Faculty of Medicine and Health will have:
  - (a) an Executive Dean; and
  - (b) up to three Deputy Executive Deans.
- (2) Each other faculty will have:
  - (a) a Dean; and
  - (b) up to two Deputy Deans.
- (3) Every faculty will have:
  - (a) a number of core Associate Deans, each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
  - (b) a Faculty General Manager.

**Note:** See section 1.5 for definition of core Associate Dean.
- (4) Each faculty may have one or more non-core Associate Deans, as approved by the Provost on the recommendation of the Executive Dean or Dean.
- (5) Faculties may create faculty leadership positions other than those prescribed in subsections 3.2(1) to (4), with the approval of the Provost.



### 3.3 Faculty governance

- (1) The academic affairs of each faculty will be governed by:
  - (a) the faculty;
  - (b) the faculty board; and
  - (c) relevant faculty committees established under Part 3A.
- (2) The administrative, strategic and operational affairs of each faculty will be governed by:
  - (a) the Executive Dean's or Dean's Executive Committee;
  - (b) the Leadership Group; and
  - (c) relevant faculty committees established under Part 3A.

### 3.4 Membership of faculties

- (1) Each faculty will comprise:
  - (a) all full time and part time permanent and temporary members of the academic and professional staff of the faculty; and
  - (b) at least 10 elected student members.
- (2) The faculty board will allocate a specified number of elected student positions for each of the following groups
  - (a) undergraduate students;
  - (b) postgraduate coursework students; and
  - (c) higher degree by research students.

**Note:** The allocation of the faculty membership entitlement is published on the University website.

### 3.5 Responsibilities and functions of faculties

- (1) The faculty will receive and consider reports on academic matters from the faculty board at least once per semester.
- (2) The faculty may make such recommendations to the faculty board as it thinks fit, about the affairs and concerns of the faculty.

### 3.6 Faculty meetings

- (1) The Executive Dean or Dean, or their nominee, will convene and chair a meeting of the faculty at least once per semester.
- (2) The Executive Dean or Dean, or their nominee, will convene and chair such other meetings of the faculty as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) faculty board.

- (3) The Executive Dean or Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
  - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 40 members of the faculty, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a faculty meeting.
- (5) No business may be transacted at a meeting of the faculty unless a quorum is present.
- (6) Affiliates may attend faculty meetings, but only those holding approved leadership positions may vote.
- (7) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (8) Every member will have one vote on a show of hands and on a poll.
- (9) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.
- (11) A meeting of the faculty may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

### **3.7 Membership of faculty boards**

- (1) Each faculty board will comprise:
  - (a) the ex-officio members:
    - (i) the Executive Dean or Dean, or their nominee, who will perform the role of Chair;
    - (ii) the Deputy Executive Deans or Deputy Deans;
    - (iii) the Associate Deans;
    - (iv) the Heads of School (where applicable);
    - (v) the Heads of Disciplines (where applicable);
    - (vi) the Faculty General Manager;
    - (vii) subject to the approval of the Executive Dean or Dean, all School Managers;
    - (viii) the Provost or their nominee;
  - (b) at least 10 elected academic staff members;
  - (c) four elected professional staff members; and
  - (d) at least four and no more than ten elected student members.
- (2) The Executive Dean or Dean may decide whether to have all or no School Managers as ex officio members of the faculty board. It is not permitted to have only some School Managers serve in this capacity.

- (3) The faculty board will allocate a specified number of elected student positions for each of the following groups:
  - (a) undergraduate students;
  - (b) postgraduate coursework students; and
  - (c) higher degree by research students.

**Note:** The allocation of the faculty board membership entitlement is published on the University website.

### **3.8 Responsibilities and functions of the faculty board**

- (1) Subject to the requirements of applicable University rules, policies and procedures, the faculty board will oversee the academic affairs of the faculty.
- (2) A reference in rules, policies or procedures to a decision of a faculty is a reference to a decision of the faculty board, unless otherwise specified.
- (3) The faculty board will exercise its responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board; and
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) The faculty board will:
  - (a) make recommendations to the Academic Board on proposals for new award courses;
  - (b) make recommendations to the Academic Board on revisions to award courses;
  - (c) make resolutions for the coursework award courses offered by the faculty including, as appropriate:
    - (i) admission;
    - (ii) enrolment restrictions;
    - (iii) time limits;
    - (iv) suspension, discontinuation and lapse of candidature;
    - (v) recognition of prior learning;
    - (vi) attendance;
    - (vii) cross-institutional study;
    - (viii) international exchange;
    - (ix) assessment;
    - (x) late submission of assessments;
    - (xi) satisfactory progress;
    - (xii) admission to honours; and
    - (xiii) the award of honours and the levels at which honours is awarded;

- (d) make resolutions for each degree, diploma and certificate offered by the faculty including, as appropriate:
    - (i) admission;
    - (ii) attendance;
    - (iii) majors;
    - (iv) recognition of prior learning;
    - (v) progression;
    - (vi) requirements for the award;
    - (vii) requirements for the award of honours;
    - (viii) award of the degree; and
    - (ix) award of honours;
  - (e) monitor and maintain quality, standards and excellence in education and research;
  - (f) report to the faculty at least once per semester;
  - (g) consider and report to the faculty on recommendations made by the faculty;
  - (h) report to the Academic Board at least once per year on quality and educational integrity standards; and
  - (i) consider and report on all matters referred to it by the Senate, the Vice-Chancellor or the Academic Board.
- (5) The faculty board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the faculty.
- (6) The faculty board may establish sub-committees, working parties and advisory committees to:
- (a) facilitate the conduct of its business; and
  - (b) make recommendations, on matters other than those within the remit of the faculty committees established by Part 3A of this Rule, to the faculty board for decision.
- (7) A sub-committee working party or advisory committee established in accordance with subsection 3.8(6) must not make decisions on behalf of the faculty board.

### **3.9 Faculty board meetings**

- (1) The Executive Dean or Dean, or their nominee, will convene and chair a meeting of the faculty board at least twice a year.
- (2) The Executive Dean or Dean, or their nominee, will convene and chair such other faculty board meetings as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) faculty.

- (3) The Executive Dean or Dean or their nominee will, at least two weeks before the date fixed for the holding of a faculty board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
  - (a) A full agenda should be circulated at least one week before the meeting.
- (4) Fifty per cent of members will constitute a quorum for the transaction of business at a faculty board meeting.
- (5) Where a faculty or University school (“the delivering faculty or University school”) delivers a program on behalf of another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to five representatives who may:
  - (a) attend and speak at relevant board meetings of the owning faculty or University school; and
  - (b) vote at such meetings on matters relating to the relevant program.
- (6) No business may be transacted at a faculty board meeting unless a quorum is present.
- (7) A faculty board meeting may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (8) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (9) Every member will have one vote on a show of hands and on a poll.
- (10) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (11) If the number of votes is equal, the Chair will have the casting vote.
- (12) The faculty board may make decisions by circulation:
  - (a) about recommendations from the faculty Education Committee relating to:
    - (i) approval of units of study;
    - (ii) curriculum components; or
    - (iii) award courses;

**Note:** See subsection 3A.5(3).

or

  - (b) in exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost).
- (13) The Chair may determine the appropriate processes for decision by circulation, provided that:
  - (a) any item of business for decision by circulation must be circulated to all members of the faculty board; and
  - (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.

### **3.10 Membership of the Executive Dean's or Dean's Executive Committee**

The Executive Dean or Dean will appoint members to their Committee or Executive Committee.

### **3.11 Responsibilities and functions of the Executive Dean's or Dean's Executive Committee**

The Executive Dean's or Dean's Executive Committee will advise the Executive Dean or Dean on the administrative, strategic and operational affairs of the faculty.

### **3.12 Meetings of the Executive Dean's or Dean's Executive Committee**

The Executive Dean or Dean, or their nominee, will convene and chair meetings of their Committee or Executive Committee as required.

### **3.13 Membership of the Leadership Group**

- (1) The Executive Dean or Dean will appoint members to the Leadership Group, in consultation with the Provost.
- (2) The Leadership Group should include:
  - (a) Deputy Executive Deans or Deputy Deans;
  - (b) Associate Deans;
  - (c) Heads of School (where applicable);
  - (d) Heads of Discipline (where applicable);
  - (e) heads of central units, as appropriate; and
  - (f) the Faculty General Manager.

### **3.14 Responsibilities and functions of the Leadership Group**

The Leadership Group will collaborate and provide strategic advice to the Executive Dean's or Dean's Executive Committee.

### **3.15 Meetings of the Leadership Group**

The Executive Dean or Dean, or their nominee, will convene and chair meetings of the Leadership Group as required.

## PART 3A – FACULTY COMMITTEES

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### 3A.1 Faculty committee structure

- (1) Each faculty must have the following core committees:
  - (a) Education Committee;
  - (b) Indigenous Strategy and Services Committee;
  - (c) Research Committee;
  - (d) Research Education Committee; and
  - (e) Work Health and Safety Committee.
- (2) The University Executive will determine the responsibilities of each core committee, which will include:
  - (a) overseeing, and supporting the implementation of, University and faculty strategies and initiatives relevant to its remit;
  - (b) overseeing, and supporting the implementation of, relevant University Executive initiatives and providing feedback to the relevant University Executive committee;
  - (c) supporting effective decision making within the faculty and its decision-making bodies;
  - (d) reporting as required to faculty decision-making bodies and to the University Executive, Academic Board and their relevant committees; and
  - (e) facilitating:
    - (i) communication and consultation with relevant Associate Deans and Deputy Vice-Chancellors;
    - (ii) inter-faculty collaboration;
    - (iii) quality control in the area of their remit; and
    - (iv) risk mitigation in the area of their remit.
- (3) Each faculty may have up to three further optional committees.
- (4) Optional committees will be established by the Executive Dean or Dean after consultation with their Executive Committee.
  - (a) The Executive Dean or Dean will determine the terms of reference of optional committees, including:
    - (i) their size; and
    - (ii) the nature of any student representation.
  - (b) Optional committees should not be larger than is reasonably required for the efficient and effective conduct of their business with appropriate expertise.
  - (c) The Executive Dean or Dean will determine the Chairs of optional committees.

- (d) The Executive Dean or Dean will review the optional committees annually, in consultation with their Executive Committee, and determine:
    - (i) whether the committee should continue or be disbanded; and
    - (ii) if the committee is to continue, whether its terms of reference should be amended.
  - (e) An optional committee should be disbanded if, in the view of the Executive Dean or Dean after consultation with their Executive Committee, it no longer meets the needs of the faculty.
- (5) A core or optional committee may establish and determine the terms of reference for:
    - (a) sub-committees, to facilitate the conduct of the committee's business; and
    - (b) working parties, for specific short-term projects.
  - (6) Sub-committees or working parties must report through the committee which established them, and must not make decisions on behalf of that committee.
  - (7) All committees, core and optional, will report to:
    - (a) the faculty board, for academic matters; and
    - (b) the Executive Dean's or Dean's Executive Committee, for administrative, strategic or operational matters.

### **3A.2 Authority of committees**

- (1) Except for the Education Committee as provided in subsection 3A.5(3), no faculty committee may make decisions or recommendations on behalf of the faculty board or the Executive Dean's or Dean's Executive Committee.
- (2) The Education Committee will be responsible for deciding on recommendations on behalf of the faculty board as provided in subsections 3A.5(3) and 3A.5(5).

### **3A.3 Committee membership**

- (1) The Executive Dean or Dean, after consultation with the Chair of the committee, will appoint members of faculty committees other than ex officio members, for renewable terms of one year.
  - (a) Committee members must be appointed on the basis of their relevant expertise, and do not need to be members of the faculty board, Executive Dean's or Deans Executive Group or the faculty Leadership Group.
  - (b) In appointing members, the Executive Dean or Dean must also consider the need for:
    - (i) appropriate representation of the faculty's academic disciplines; and
    - (ii) equitable representation of the faculty's diversity.
  - (c) Subject to subsection 3A.3(4), members are eligible for reappointment.



- (2) The Executive Dean or Dean must review the membership of each committee, core and optional, annually in consultation with its Chair.
  - (a) In doing so, the Executive Dean or Dean must satisfy themselves that each committee:
    - (i) has current and relevant expertise; and
    - (ii) appropriately reflects the faculty's diversity and disciplines.
- (3) The Executive Dean or Dean, in consultation with their Executive Committee, will decide whether, and if so what, limits will apply to the length of time or the number of times committee members (other than *ex officio* members) may serve on a particular committee.

### 3A.4 Committee meetings

- (1) Chairs of core faculty committees:
  - (a) must convene meetings of their committee at least quarterly;
  - (b) must convene meetings of their committee if directed to do so by:
    - (i) the Executive Dean or Dean;
    - (ii) the Executive Dean or Dean's Executive Committee; or
    - (iii) the faculty board; and
  - (c) may convene such other meetings as necessary for the efficient conduct of the committee's business.
- (2) Chairs of optional faculty committees:
  - (a) must convene meetings of their committee as required by its terms of reference;
  - (b) must convene meetings of their committee if directed to do so by:
    - (i) the Executive Dean or Dean;
    - (ii) the Executive Dean or Dean's Executive Committee; or
    - (iii) the faculty board; and
  - (c) may convene such other meetings as necessary for the efficient conduct of the committee's business.
- (3) If the Chair of any committee is not present for a meeting, those present will elect an individual from among themselves to act as Chair of that meeting.
- (4) Fifty percent of members will constitute a quorum for a committee meeting.
- (5) The Executive Dean or Dean, in consultation with their Executive Committee, will decide for each committee whether the committee's Chair will have a casting vote when votes for and against a proposition are equal.
- (6) Committee meetings may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.

- (7) Except for an Education Committee deciding to make a recommendation to which subsection 3A.5(5)(b) applies, a committee may conduct business by circulation:
  - (a) in exceptional circumstances; and
  - (b) with the approval of the Executive Dean or Dean, given on each such occasion.
- (8) Where committee business is conducted by circulation the process will be determined by the Chair, in consultation with the Executive Dean or Dean, provided that:
  - (a) any item of business to be decided by circulation must be provided to every committee member; and
  - (b) a decision on an item of business made by circulation must be supported by a majority of the required quorum for a meeting of that committee.

### **3A.5 Education Committee**

- (1) The Education Committee will comprise at least:
  - (a) the Associate Dean (Education) as Chair;
  - (b) the Associate Dean (Student Life), or nominee;
  - (c) where applicable, up to two representatives from each relevant faculty or University school appointed under subsection 3A.5(4);
  - (d) one undergraduate student;
  - (e) one postgraduate student; and
  - (f) such other members as are specified in its terms of reference.
- (2) The Education Committee will be responsible for:
  - (a) developing, overseeing, and supporting the implementation of, faculty education strategies;
  - (b) overseeing, and supporting the implementation of, University Executive education strategies across the faculty, and providing feedback to relevant University Executive committees;
  - (c) overseeing, and supporting the implementation of, initiatives of the Deputy Vice-Chancellor (Education) and Academic Board, relevant to its remit;
  - (d) monitoring and considering the interaction of education strategies with strategies to develop and improve student life, engagement and participation generally;
  - (e) co-ordinating activity within the faculty to achieve:
    - (i) alignment of policies, procedures and local provisions;
    - (ii) consistency of practice; and
    - (iii) high quality outcomes in the education of students and the development of teachers;

and

  - (f) any other matters assigned to it by its terms of reference.

- (3) The Education Committee will be responsible for deciding on recommendations to be made on behalf of the faculty board in relation to approval of units of study, curriculum components and award courses. This includes:
- (a) the addition, variation and deletion of:
    - (i) units of study in undergraduate or postgraduate coursework award courses;
    - (ii) curriculum components; and
    - (iii) award coursesdelivered by the faculty;
- and
- (b) the addition and deletion of:
    - (i) units of study; and
    - (ii) curriculum componentswithin the award courses for which the faculty is responsible, but which are delivered by another faculty or University school.
- (4) Where a faculty or University school (“the delivering faculty or University school”) delivers units of study as part of an award course administered by another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to two representatives, who may:
- (a) attend and speak at relevant meetings of the owning faculty or University school’s Education Committee; and
  - (b) vote at such meetings on matters relating to the relevant units of study.
- (5) Recommendations made under subsection 3A.5(3):
- (a) must be:
    - (i) reported to all members of the faculty board as soon as practicable after they are made;
    - (ii) endorsed by the faculty board before being forwarded to the Academic Board or any committee of the Academic Board; and
    - (iii) once endorsed, forwarded to the Academic Board or relevant committee as soon as possible; and
  - (b) may be decided at a meeting or by circulation.

### **3A.6 Indigenous Strategy and Services Committee**

- (1) The Indigenous Strategy and Services Committee will comprise at least:
- (a) the Associate Dean (Indigenous Strategy and Services) as Chair;
  - (b) one undergraduate student;
  - (c) one postgraduate student; and
  - (d) such other members as are specified in its terms of reference.

- (2) The Indigenous Strategy and Services Committee will be responsible for:
- (a) developing, overseeing, and supporting the implementation of, faculty strategies for Indigenous participation, engagement, education and research;
  - (b) overseeing, and supporting the implementation of, relevant University Executive strategies across the faculty;
  - (c) co-ordinating activity within the faculty to achieve:
    - (i) alignment of policies, procedures and local provisions; and
    - (ii) consistency of practice;
  - (d) monitoring and refining the faculty's and the University's strategies for Indigenous participation, engagement, education and research; and
  - (e) any other matters assigned to it by its terms of reference.

### **3A.7 Research Committee**

- (1) The Research Committee will comprise at least:
- (a) the Associate Dean (Research) as Chair;
  - (b) two higher degree by research students; and
  - (c) such other members as are specified in its terms of reference.
- (2) The Research Committee will be responsible for:
- (a) developing a comprehensive, detailed and evidence-based understanding of the faculty's research enterprise;
  - (b) providing advice on all research matters, including:
    - (i) strategy;
    - (ii) policy;
    - (iii) support processes;
    - (iv) resource allocation;
    - (v) research integrity;
  - (c) co-ordinating activity within the faculty to achieve:
    - (i) alignment of policies, procedures and local provisions;
    - (ii) consistency of practice; and
    - (iii) high quality outcomes in the education of students and the development of teachers;
  - (d) any other matters assigned to it by its terms of reference.

### 3A.8 Research Education Committee

- (1) The Research Education Committee will comprise at least:
  - (a) the Associate Dean (Research Education) as Chair;
  - (b) the Associate Dean (Student Life) or nominee;
  - (c) two higher degree by research students; and
  - (d) such other members as are specified in its terms of reference.
- (2) The Research Education Committee will be responsible for:
  - (a) developing, overseeing, and supporting the implementation of, faculty strategies to enhance research education;
  - (b) overseeing, and supporting the implementation of, University Executive research education strategies across the faculty;
  - (c) monitoring and considering the interaction of research education strategies with strategies to develop and improve student life, engagement and participation generally;
  - (d) co-ordinating activity within the faculty to enhance research education;
  - (e) including or deleting units of study in the table of units for higher degree by research award courses delivered by the faculty;
  - (f) varying faculty or school milestones for higher degree by research award courses; and

**Note:** See [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#).

  - (g) any other matters assigned to it by its terms of reference.

### 3A.9 Work Health and Safety Committee

- (1) The Work Health and Safety Committee will comprise at least:
  - (a) the Executive Dean or Dean as Chair;
  - (b) one undergraduate student;
  - (c) one postgraduate student; and
  - (d) such other members as are specified in its terms of reference.
- (2) The Work Health and Safety Committee will be responsible for:
  - (a) developing, overseeing, and supporting the implementation of, faculty strategies to for work health and safety;
  - (b) contributing to the development of, overseeing, and supporting the implementation of, University Executive work health and safety strategies;
  - (c) monitoring faculty performance against relevant key performance indicators and making appropriate recommendations;
  - (d) co-ordinating activity within the faculty to enhance work health and safety;
  - (e) facilitating faculty discussion of work health and safety matters; and
  - (f) any other matters assigned to it by its terms of reference.

## **PART 4 – SCHOOLS (WITHIN A FACULTY)**

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### **4.1 Application**

- (1) This Part applies to any school within:
  - (a) the Faculty of Arts and Social Sciences;
  - (b) the Faculty of Business;
  - (c) the Faculty of Engineering;
  - (d) the Faculty of Medicine and Health, except for a clinical school; and
  - (e) the Faculty of Science.
- (2) This part does not apply to clinical schools in the Faculty of Medicine and Health.

### **4.2 Establishment of schools**

Schools will be established by the Vice-Chancellor, on the recommendation of the Provost.

### **4.3 School leadership**

- (1) Each school will have:
  - (a) a Head of School; and
  - (b) a School Manager.
- (2) Each school may also have a Deputy Head.
- (3) Schools may create leadership positions other than those prescribed in subsections 4.3(1) and (2) with the approval of the Provost, and Executive Dean or Dean.

### **4.4 Membership of schools**

- (1) Each school will comprise:
  - (a) all full time and part time permanent and temporary members of the academic and professional staff of the school; and
  - (b) between four and six student members selected in a manner to be determined by the Head of School.
- (2) The Head of School will allocate at least one of the student member positions for each of the following groups.
  - (a) undergraduate students;
  - (b) postgraduate coursework students; and
  - (c) higher degree by research students.
- (3) Students being supervised by a member of the school or taking units of study administered by the school are eligible for selection.

- (4) Student members may also be members of the faculty or faculty board, or both.
- (5) The Head of School will report at least once every two years to the faculty on the processes that have been adopted for the selection of student members of the school.

#### **4.5 Responsibilities and functions of schools**

- (1) Schools operate under the supervision of a Head of School and are part of a faculty.
- (2) Schools will exercise their responsibilities and functions subject to:
  - (a) the authority of the Senate, the Academic Board and the relevant faculty; and
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (3) Schools will:
  - (a) encourage and facilitate teaching, scholarship and research; and
  - (b) coordinate the teaching and examination duties of staff;for the units of study and award courses that they oversee.
- (4) Schools may establish sub-committees, working parties and advisory committees to facilitate the conduct of their business.
- (5) A sub-committee, working party or advisory committee must not make decisions on behalf of the school.

#### **4.6 School meetings**

- (1) The Head of School or their nominee will convene and chair a meeting of the school at least twice a year.
- (2) The Head of School or their nominee will convene and chair such other meetings of the school as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) the Executive Dean or Dean.
- (3) The Head of School or their nominee will, at least two weeks before the date fixed for the holding of a school meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
  - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the school, or one eighth of the membership of the school (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a school meeting.
- (5) Affiliates may attend school meetings, but only those who hold approved leadership positions may vote.
- (6) No business may be transacted at a school meeting unless a quorum is present.

- (7) A meeting of a school may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (8) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (9) Every member will have one vote on a show of hands and on a poll.
- (10) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (11) If the number of votes is equal, the Chair will have the casting vote.

## **PART 5 – CLINICAL SCHOOLS**

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### **5.1 Application**

This Part applies to all clinical schools in the University of Sydney Medical School in the Faculty of Medicine and Health.

### **5.2 Establishment of clinical schools**

Clinical schools may only be established as part of the University of Sydney Medical School. They will be established by the Vice-Chancellor on the recommendation of the Provost.

### **5.3 Clinical school leadership**

- (1) Each clinical school will have a Head of Clinical School.
- (2) A clinical school may also have one or more Deputy Heads, with the approval of the Head of Sydney Medical School and the Executive Dean.
- (3) Clinical schools may create leadership positions other than those prescribed in subsections 5.3(1) and (2), with the approval of the Head of Sydney Medical School and the Executive Dean.

### **5.4 Responsibilities and functions of clinical schools**

- (1) Clinical schools operate under the supervision of a Head of Clinical School and are part of the University of Sydney Medical School in the Faculty of Medicine and Health.
- (2) Clinical schools will exercise their responsibilities and functions subject to:
  - (a) the authority of the Senate, the Academic Board, the University of Sydney Medical School and the Faculty of Medicine and Health; and
  - (b) the Act, the By-law, and relevant rules, policies and procedures.



## **5.5 Governance of clinical schools**

The internal governance structures and processes of each clinical school will be determined by the relevant Head of Clinical School, after consultation with the Head of Sydney Medical School and the Executive Dean.

# **PART 6 – UNIVERSITY SCHOOLS**

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## **6.1 Application**

This Part applies to all University schools.

## **6.2 University school leadership**

- (1) Each University school will have:
  - (a) a Head of School and Dean;
  - (b) up to two Deputy Head of School and Deputy Deans;
  - (c) a number of core Associate Deans, each aligned with one of the portfolio committees of the University Executive and with responsibilities outlined in the terms of reference for that committee; and
  - (d) a School General Manager.
- (2) Each University school may have one or more non-core Associate Deans, as approved by the Provost on the recommendation of the Head of School and Dean.
- (3) University schools may create leadership positions other than those prescribed in subsections 6.2(1) and (2) with the approval of the Provost

## **6.3 University school governance**

- (1) The academic affairs of each University school will be governed by:
  - (a) the University school;
  - (b) the University school board; and
  - (c) relevant University school committees, established under Part 6A.;
- (2) The administrative, strategic and operational affairs of each University school will be governed by:
  - (a) the Head of School and Dean's Executive Committee;
  - (b) the Leadership Group; and
  - (c) relevant University school committees, established under Part 6A.

#### 6.4 Membership of University schools

- (1) Each University school will comprise:
  - (a) all full time and part time permanent and temporary members of the academic and professional staff of the University school; and
  - (b) at least four elected student members.
- (2) The University school board will allocate a specified number of elected student positions for each of the following groups:
  - (a) undergraduate students;
  - (b) postgraduate coursework students; and
  - (c) higher degree by research students.

**Note:** The allocation of the University school membership entitlement is published on the University website.

#### 6.5 Responsibilities and functions of University schools

- (1) The University school will receive and consider reports on academic matters from the University school board at least once per semester.
- (2) The University school may make such recommendations to the University school board as it thinks fit, in respect of the affairs and concerns of the University school.

#### 6.6 University school meetings

- (1) The Head of School and Dean or their nominee will convene and chair a University school meeting at least once per semester.
- (2) The Head of School and Dean or their nominee will convene and chair such other meetings of the University school as they consider necessary or as required by the:
  - (a) Vice-Chancellor;
  - (b) Provost; or
  - (c) University school board.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school meeting, give notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
  - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the University school, or one eighth of the membership (calculated to the nearest whole number), will constitute a quorum for the transaction of business at a University school meeting.
- (5) No business may be transacted at a meeting of the University school unless a quorum is present.
- (6) A recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (7) Every member will have one vote on a show of hands and on a poll.

- (8) Affiliates may attend University school meetings, but only those who hold approved leadership positions may vote.
- (9) A recommendation will be carried if a majority of the votes cast on the recommendation are in favour of it.
- (10) If the number of votes is equal, the Chair will have the casting vote.

## 6.7 Membership of University school boards

- (1) Each University school board will comprise:
  - (a) the ex-officio members:
    - (i) the Head of School and Dean or their nominee, who will perform the role of Chair;
    - (ii) the Deputy Head of School and Deputy Deans;
    - (iii) the Associate Deans;
    - (iv) the School General Manager;
    - (v) the Provost or their nominee;
  - (b) all full-time and part-time permanent members of the academic staff of the University school;
  - (c) all full-time and part-time temporary members of the academic staff of the University school who hold a current employment contract with the University with a term of two years or longer (regardless of the amount of time the contract still has to run);
  - (d) between one and four permanent or temporary members of the professional staff of the University school, who will be appointed by the Head of School and Dean, provided that:
    - (i) any temporary member of the professional staff appointed to the University school board must, at the date of appointment, hold a current employment contract with the University with a term of two years or longer (regardless of the amount of the time the contract still has to run);
  - (e) between two and five elected student members, who may also be members of the University school.
- (2) The University school board will allocate a specified number of elected student positions for each of the following groups:
  - (a) undergraduate students;
  - (b) postgraduate coursework students; and
  - (c) higher degree by research students.

**Note:** The allocation of the University school board membership entitlement is published on the University website.

## 6.8 Responsibilities and functions of University school boards

- (1) The University school board will oversee the academic affairs of the University school.
- (2) A reference in rules, policies or procedures to a decision of a University school is a reference to a decision of the University school board, unless otherwise specified.
- (3) The University school board will exercise its responsibilities and functions subject to:
  - (a) the authority of the Senate and the Academic Board; and
  - (b) the Act, the By-law, and relevant rules, policies and procedures.
- (4) Subject to the requirements of applicable University rules, policies and procedures, the University school board will:
  - (a) make recommendations to the Academic Board on proposals for new award courses;
  - (b) make recommendations to the Academic Board on revisions to award courses;
  - (c) make resolutions for the coursework award courses offered by the University school including, as appropriate:
    - (i) admission;
    - (ii) enrolment restrictions;
    - (iii) time limits;
    - (iv) suspension, discontinuation and lapse of candidature;
    - (v) recognition of prior learning;
    - (vi) attendance;
    - (vii) cross-institutional study;
    - (viii) international exchange;
    - (ix) assessment;
    - (x) late submission of assessments;
    - (xi) satisfactory progress;
    - (xii) admission to honours; and
    - (xiii) the award of honours and the levels at which honours is awarded;
  - (d) make resolutions for each degree, diploma and certificate offered by the University school including, as appropriate:
    - (i) admission;
    - (ii) attendance;
    - (iii) majors;
    - (iv) recognition of prior learning;
    - (v) progression;



- (vi) requirements for the award;
  - (vii) requirements for the award of honours;
  - (viii) award of the degree; and
  - (ix) award of honours;
  - (e) monitor and maintain quality, standards and excellence in education and research;
  - (f) report to the University school at least once per semester;
  - (g) consider and report to the University school on recommendations made by the University school;
  - (h) report to the Academic Board at least once per year on quality and educational integrity standards; and
  - (i) consider and report on all matters referred to it by the Vice-Chancellor, the Provost or the Academic Board.
- (5) The University school board may, of its own motion, report to the Academic Board on all matters relating to research, studies, lectures, examinations, degrees, diplomas and certificates offered by the University school.
- (6) The University school board may establish sub-committees, working parties and advisory committees to:
- (a) facilitate the conduct of its business; and
  - (b) make recommendations, on matters other than those within the remit of the University school committees established under Part 6A of this Rule, to the University school board for decision.
- (7) A sub-committee, working party or advisory committee established in accordance with subsection 6.8(6) must not make decisions on behalf of the University school board.

## **6.9 University school board meetings**

- (1) The Head of School and Dean, or their nominee, will convene and chair a meeting of the University school board at least twice a year.
- (2) The Head of School and Dean, or their nominee, will convene and chair such other meetings of the University school board as they consider necessary or as required by the:
  - (a) Vice-Chancellor; or
  - (b) Provost.
- (3) The Head of School and Dean or their nominee will, at least two weeks before the date fixed for the holding of a University school board meeting, give a notice to members specifying the place, date and time of the meeting, and the nature of the business to be transacted at the meeting.
  - (a) A full agenda should be circulated at least one week before the meeting.
- (4) The lesser of any 20 members of the University school board, or one eighth of the membership (calculated to the nearest whole number) will constitute a quorum for the transaction of business at a University school board meeting.

- (5) Where a faculty or University school (“the delivering faculty or University school”) delivers a program on behalf of another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to five representatives who may:
  - (a) attend and speak at relevant board meetings of the owning faculty or University school; and
  - (b) vote at such meetings on matters relating to the relevant program.
- (6) No business may be transacted at a meeting of a University school board unless a quorum is present.
- (7) A meeting of the University school board may be held at two or more venues simultaneously using any technology that gives members a reasonable opportunity to participate.
- (8) A resolution or recommendation put to the vote will be decided on a show of hands, unless the Chair directs that a poll be held.
- (9) Every member will have one vote on a show of hands and on a poll.
- (10) A resolution will be carried if a majority of the votes cast on the resolution or recommendation are in favour of it.
- (11) If the number of votes is equal, the Chair will have the casting vote.
- (12) The University school board may make decisions by circulation:
  - (a) about recommendations from the University school Education Committee relating to:
    - (i) approval of units of study;
    - (ii) curriculum components;
    - (iii) award courses;

**Note:** See subsection 6A.5(3).

or

  - (b) in exceptional circumstances (as determined by the Chair, the Vice-Chancellor or the Provost).
- (13) The Chair may determine the appropriate processes for decision by circulation, provided that:
  - (a) any item of business for decision by circulation must be circulated to all members of the University school board; and
  - (b) no resolution or recommendation may be approved by circulation unless the majority of the required quorum for the transaction of business is in favour of it.

### **6.10 Membership of the Head of School and Dean's Executive Committee**

The Head of School and Dean will appoint members to the Executive Committee.

### **6.11 Responsibilities and functions of the Head of School and Dean's Executive Committee**

The Head of School and Dean's Executive Committee will advise the Head of School and Dean on the administrative, strategic and operational affairs of the University school.

### **6.12 Meetings of the Head of School and Dean's Executive Committee**

The Head of School and Dean or their nominee will convene and chair meetings of the Executive Committee as required.

### **6.13 Membership of the Leadership Group**

- (1) The Head of School and Dean will appoint members to the Leadership Group, in consultation with the Provost.
- (2) The Leadership Group should include:
  - (a) the Deputy Head of School and Deputy Deans;
  - (b) Associate Deans;
  - (c) heads of central units, as appropriate; and
  - (d) the School General Manager.

### **6.14 Responsibilities and functions of the Leadership Group**

The leadership group will collaborate and provide strategic advice to the Head of School and Dean's Executive Committee.

### **6.15 Meetings of the Leadership Group**

The Head of School and Dean or their nominee will convene and chair meetings of the Leadership Group as required.

## **PART 6A – UNIVERSITY SCHOOL COMMITTEES**

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### **6A.1 University school committee structure**

- (1) Each University school must have at least the following core committees:
  - (a) Education Committee;
  - (b) Indigenous Strategy and Services Committee;
  - (c) Research Committee;
  - (d) Research Education Committee; and
  - (e) Work Health and Safety Committee.
- (2) The University Executive will determine the responsibilities of each core committee, which will include:
  - (a) overseeing, and supporting the implementation of, University and University school strategies and initiatives relevant to its remit;
  - (b) overseeing, and supporting the implementation of, relevant University Executive initiatives, and providing feedback to the relevant University Executive committee;
  - (c) supporting effective decision making within the University school and its decision-making bodies;
  - (d) reporting as required to University school decision-making bodies and the University Executive, Academic Board and their relevant committees; and
  - (e) facilitating:
    - (i) communication and consultation with relevant Associate Deans and Deputy Vice-Chancellors;
    - (ii) inter-faculty collaboration;
    - (iii) quality control in the area of their remit; and
    - (iv) risk mitigation in the area of their remit.
- (3) Each University school may have up to three further optional committees.
- (4) Optional committees will be established by the Head of School and Dean after consultation with their Executive Committee.
  - (a) The Head of School and Dean will determine the terms of reference of optional committees, including:
    - (i) their size; and
    - (ii) the nature of any student representation.
  - (b) Optional committees should not be larger than is reasonably required for the efficient and effective conduct of their business with appropriate expertise.
  - (c) The Head of School and Dean will determine the Chairs of optional committees.



- (d) The Head of School and Dean will review the optional committees annually, in consultation with their Executive Committee, and determine:
  - (i) whether the committee should continue or be disbanded; and
  - (ii) if the committee is to continue, whether its terms of reference should be amended.
- (e) An optional committee should be disbanded if, in the view of the Head of School and Dean after consultation with their Executive Committee, it no longer meets the needs of the University school.
- (5) A core or optional committee may establish and determine the terms of reference for:
  - (a) sub-committees to facilitate the conduct of the committee's business; and
  - (b) working parties, for specific short-term projects.
- (6) Sub-committees or working parties must report through the committee which established them, and must not make decisions on behalf of that committee.
- (7) All committees, core and optional, will report to:
  - (a) the University school board, for academic matters; and
  - (b) the Head of School and Dean's Executive Committee, for administrative, strategic or operational matters.

## **6A.2 Authority of committees**

- (1) Except for the Education Committee as provided in subsection 6A.5(3), no University school committee may make decisions or recommendations on behalf of the University school board or the Head of School and Dean's Executive Committee.
- (2) The Education Committee will be responsible for deciding on recommendations on behalf of the University school board as provided in subsections 6A.5(3) and 6A.5(5).

## **6A.3 Committee membership**

- (1) The Head of School and Dean, after consultation with the Chair of the committee, will appoint members of faculty committees other than ex officio members, for renewable terms of one year.
  - (a) Committee members must be appointed on the basis of their relevant expertise, and do not need to be members of the University school board, Head of School and Dean's Executive Group or the University school Leadership Group.
  - (b) In appointing members, the Head of School and Dean must also consider the need for:
    - (i) appropriate representation of the University school's academic disciplines; and
    - (ii) equitable representation of the University school's diversity.
  - (c) Subject to subsection 6A.3(4), members are eligible for re-appointment.

- (2) The Head of School and Dean must review the membership of each committee annually, in consultation with its Chair.
  - (a) In doing so, the Head of School and Dean must satisfy themselves that each committee:
    - (i) has current and relevant expertise; and
    - (ii) appropriately reflects the University school's diversity and disciplines.
- (3) The Head of School and Dean, in consultation with their Executive Committee, will decide whether, and if so what, limits will apply to the length of time or the number of times committee members (other than an *ex officio* members) may serve on a particular committee.

#### **6A.4 Committee meetings**

- (1) Chairs of core University school committees:
  - (a) must convene meetings of their committee at least quarterly;
  - (b) must convene meetings of their committee if directed to do so by:
    - (i) the Head of School and Dean;
    - (ii) the Head of School and Dean's Executive Committee; or
    - (iii) the University school board; and
  - (c) may convene such other meetings as necessary for the efficient conduct of the committee's business.
- (2) Chairs of optional University school committees:
  - (a) must convene meetings of their committee as required by its terms of reference;
  - (b) must convene meetings of their committee if directed to do so by:
    - (i) the Head of School and Dean;
    - (ii) the Head of School and Dean's Executive Committee; or
    - (iii) the University school board; and
  - (c) may convene such other meetings as necessary for the efficient conduct of the committee's business.
- (3) If the Chair of any committee is not present for a meeting, those present will elect an individual from among themselves to act as Chair for that meeting.
- (4) Fifty percent of members will constitute a quorum for any committee meeting.
- (5) The Head of School and Dean, in consultation with their Executive Committee, will decide for each committee whether the committee's Chair will have a casting vote when votes for and against a proposition are equal.
- (6) Committee meetings may be held at two or more venues simultaneously, using any technology that gives members a reasonable opportunity to participate.

- (7) Except for an Education Committee deciding to make a recommendation to which subsection 6A.5(5)(b) applies, a committee may conduct business by circulation:
  - (a) in exceptional circumstances; and
  - (b) with the approval of the Head of School and Dean, given on each such occasion.
- (8) Where committee business is conducted by circulation, the process will be determined by the Chair in consultation with the Head of School and Dean, provided that:
  - (a) any item of business to be decided by circulation must be provided to every committee member; and
  - (b) a decision on an item of business made by circulation must be supported by a majority of the required quorum for a meeting of that committee.

### **6A.5 Education Committee**

- (1) The Education Committee will comprise at least:
  - (a) the Associate Dean (Education) as Chair;
  - (b) the Associate Dean (Student Life), or nominee;
  - (c) where applicable, up to two representatives from each relevant faculty or University school appointed under subsection 6A.5(4);
  - (d) one undergraduate student;
  - (e) one postgraduate student; and
  - (f) such other members as are specified in its terms of reference.
- (2) The Education Committee will be responsible for:
  - (a) developing, overseeing, and supporting the implementation of, University school education strategies;
  - (b) overseeing, and supporting the implementation of, University Executive education strategies across the University school, and providing feedback to relevant University Executive committees;
  - (c) overseeing, and supporting the implementation of, initiatives of the Deputy Vice-Chancellor (Education) and Academic Board, relevant to its remit;
  - (d) monitoring and considering the interaction of education strategies with strategies to develop and improve student life, engagement and participation generally;
  - (e) co-ordinating activity within the University school to achieve:
    - (i) alignment of policies, procedures and local provisions;
    - (ii) consistency of practice; and
    - (iii) high quality outcomes in the education of students and the development of teachers;

and

  - (f) any other matters assigned to it by its terms of reference.

- (3) The Education Committee will be responsible for deciding on recommendations to be made on behalf of the University school board in relation to approval of units of study, curriculum components and award courses. This includes:
- (a) the addition, variation and deletion of:
    - (i) units of study in undergraduate or postgraduate coursework award courses;
    - (ii) curriculum components; and
    - (iii) award coursesdelivered by the University school;
- and
- (b) the addition and deletion of:
    - (i) units of study; and
    - (ii) curriculum componentswithin the award courses for which the University school is responsible, but which are delivered by another faculty or University school.
- (4) Where a faculty or University school (“the delivering faculty or University school”) delivers units of study as part of an award course administered by another faculty or University school (“the owning faculty or University school”), the delivering faculty or University school may nominate up to two representatives, who may:
- (a) attend and speak at relevant meetings of the owning faculty or University school’s Education Committee; and
  - (b) vote at such meetings on matters relating to the relevant units of study.
- (5) Recommendations made under subsection 6A.5(3):
- (a) must be:
    - (i) reported to all members of the University school board as soon as practicable after they are made;
    - (ii) endorsed by the University school board before being forwarded to the Academic Board or any committee of the Academic Board; and
    - (iii) once endorsed, forwarded to the Academic Board or relevant committee as soon as possible; and
  - (b) may be decided at a meeting or by circulation.

### **6A.6 Indigenous Strategy and Services Committee**

- (1) The Indigenous Strategy and Services Committee will comprise at least:
- (a) the Associate Dean (Indigenous Strategy and Services) as Chair;
  - (b) one undergraduate student;
  - (c) one postgraduate student; and
  - (d) such other members as are specified in its terms of reference.

- (2) The Indigenous Strategy and Services Committee will be responsible for:
- (a) developing, overseeing, and supporting the implementation of, University school strategies for Indigenous participation, engagement, education and research;
  - (b) overseeing, and supporting the implementation of, relevant University Executive strategies across the University school;
  - (c) co-ordinating activity within the University school to achieve:
    - (i) alignment of policies, procedures and local provisions;
    - (ii) consistency of practice;
  - (d) monitoring and refining the University school's and the University's strategies for Indigenous participation, engagement, education and research; and
  - (e) any other matters assigned to it by its terms of reference.

### **6A.7 Research Committee**

- (1) The Research Committee will comprise at least:
- (a) the Associate Dean (Research) as Chair;
  - (b) two higher degree by research students; and
  - (c) such other members as are specified in its terms of reference.
- (2) The Research Committee will be responsible for:
- (a) developing a comprehensive, detailed and evidence-based understanding of the University school's research enterprise;
  - (b) providing advice on all research matters, including:
    - (i) strategy;
    - (ii) policy;
    - (iii) support processes;
    - (iv) resource allocation; and
    - (v) research integrity;
- and
- (c) any other matters assigned to it by its terms of reference.

### **6A.8 Research Education Committee**

- (1) The Research Education Committee will comprise at least:
- (a) the Associate Dean (Research Education) as Chair;
  - (b) the Associate Dean (Student Life) or nominee;
  - (c) two higher degree by research students; and
  - (d) such other members as are specified in its terms of reference.

- (2) The Research Education Committee will be responsible for:
- (a) developing, overseeing, and supporting the implementation of, University school strategies to enhance research education;
  - (b) overseeing, and supporting the implementation of, University Executive research education strategies across the University school;
  - (c) monitoring and considering the interaction of research education strategies with strategies to develop and improve student life, engagement and participation generally;
  - (d) co-ordinating activity within the University school to enhance research education;
  - (e) including or deleting units of study in the table of units for higher degree by research award courses delivered by the University school;
  - (f) varying University school milestones for higher degree by research award courses; and
- Note:** See [Progress Planning and Review for Higher Degree by Research Students Policy 2015](#).
- (g) any other matters assigned to it by its terms of reference.

### 6A.9 Work Health and Safety Committee

- (1) The Work Health and Safety Committee will comprise at least:
- (a) the Head of School and Dean as Chair;
  - (b) one undergraduate student;
  - (c) one postgraduate student; and
  - (d) such other members as are specified in its terms of reference.
- (2) The Work Health and Safety Committee will be responsible for:
- (a) developing, overseeing, and supporting the implementation of, University school strategies for work health and safety;
  - (b) contributing to the development of, overseeing, and supporting the implementation of, University Executive work health and safety strategies;
  - (c) monitoring University school performance against relevant key performance indicators and making appropriate recommendations;
  - (d) co-ordinating activity within the University school to enhance work health and safety;
  - (e) facilitating University school discussion of work health and safety matters; and
  - (f) any other matters assigned to it by its terms of reference.

## **PART 7 – RESPONSIBILITIES AND FUNCTIONS**

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### **7.1 Introduction**

- (1) This part sets out the specific responsibilities and functions of academic leaders.
- (2) All academic leaders must exercise these responsibilities and functions with particular attention to:
  - (a) responsibilities relating to the safety and wellbeing of people in their academic units, beyond management of the work health and safety framework;
  - (b) acting as exemplars of University culture; and
  - (c) responsibilities relating to securing compliance with the University's statutory and other legal obligations, as far as these matters may be under their control.

### **7.2 Responsibilities and functions of the Executive Dean**

- (1) The Executive Dean may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.
- (2) The Executive Dean will be responsible for strategic leadership and planning, including:
  - (a) planning, setting and communicating the vision of the faculty;
  - (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;
  - (c) with input from the Leadership Group, setting, communicating and achieving the overarching faculty strategic plans and goals, especially in a health and community environment;
  - (d) overseeing the development and implementation of school strategies to align with the faculty and University strategies and, as appropriate, health partners' strategies;
  - (e) leading the Leadership Group;
  - (f) participating in whole-of-University decision-making, and having input into the University strategic plan and governance, and communicating these to faculty staff;
  - (g) implementing the agreed faculty governance framework;
  - (h) managing key stakeholders and communications to relevant University entities and within the broader health sector, particularly the Local Health Districts, other health and community partners and government; and
  - (i) monitoring and maintaining quality, standards and excellence in education and research in clinical practice.

- (3) The Executive Dean will be responsible for academic leadership including:
  - (a) aligning strategic curriculum design with the faculty mission and distinctiveness;
  - (b) recognising and supporting the essential relationships between the University and its external health partners in the delivery of education programs, research and clinical practice;
  - (c) pursuing and managing strategically aligned funding and grants opportunities;
  - (d) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students, and which supports excellence in health and clinical practice; and
  - (e) overseeing the faculty's research profile, including reporting requirements.
- (4) The Executive Dean will be responsible for financial management, including:
  - (a) overseeing and having final responsibility for proposing (subject to review by the University Budget Review Team), and controlling budget expenditure;
  - (b) leading development of the financial strategy and framework for the faculty;
  - (c) with the Leadership Group, being accountable for the efficient operations of schools, clinical schools and internal centres and institutes; and
  - (d) with the relevant Deputy Executive Deans, ensuring financial collaboration with external health partners as appropriate.
- (5) The Executive Dean will be responsible for operational management, including:
  - (a) being accountable for all aspects of faculty operations;
  - (b) providing support to Heads of School and Heads of Clinical School to ensure that they have appropriate resources and established processes to implement efficient operations, particularly in the external environment that interfaces with the faculty's health and community partners and other health providers;
  - (c) as appropriate, ensuring coherence and consistency of operational frameworks:
    - (i) within the faculty, including between the faculty and its schools and clinical schools;
    - (ii) between the faculty and other faculties and University schools; and
    - (iii) where possible, with the faculty's health and community partners and other external health providers;
  - (d) overseeing school and clinical school resource management, including ensuring consistency of systems, processes and procedures.
- (6) The Executive Dean will be responsible for people leadership and management, including:
  - (a) chairing the faculty Work Health and Safety Committee;
  - (b) providing strong people leadership and management to all staff, including culture, mission, workforce planning, workload allocation and compliance;
  - (c) developing strategies to attract, engage and retain outstanding talent and for integrating University-wide workforce strategies and initiatives into the faculty;





- (d) determining accountabilities and responsibilities within the Leadership Group to ensure effective leadership at both the faculty and school level;
  - (e) mentoring and supporting direct reports to instil similar leadership and management guidance for staff across the faculty;
  - (f) strategically overseeing talent management including recruitment, monitoring, promotion, performance management, retention and remuneration; and
  - (g) managing the performance and development targets for all direct reports.
- (7) The Executive Dean will be responsible for community engagement including:
- (a) identifying development opportunities;
  - (b) ensuring and enabling a coherent philanthropic fundraising strategy;
  - (c) engaging with the profession or sector on a large scale, particularly at the global level;
  - (d) enabling processes and systems to support delivery;
  - (e) enabling deep engagement with leaders in Local Health Districts, private hospitals and other health and community settings, and industry more broadly;
  - (f) overseeing ongoing successful engagement with accreditation, professional bodies and with the profession or sector; and
  - (g) overseeing continuing and deep engagement with the alumni community.
- (8) The Executive Dean will be responsible for risk management, including:
- (a) identifying and managing relevant risks;
  - (b) establishing contingency plans to support the ongoing supply of critical resources needed to maintain business-as-usual activity and service delivery to the University;
  - (c) ensuring and verifying that there are appropriate resources and processes in place to achieve work health and safety compliance;
  - (d) ensuring the risks specific to hospital, health, clinical and other placement settings are identified and monitored, and appropriate risk mitigation strategies implemented; and
  - (e) ensuring compliance with the University's work health and safety management system and, where applicable, health partner requirements, policies and procedures.

### **7.3 Responsibilities and functions of Deans**

- (1) Deans may, with the approval of the Provost, establish disciplines or departments to operate within the faculty.
- (2) Deans will be responsible for strategic leadership and planning, including:
  - (a) planning, setting and communicating the vision of the faculty;
  - (b) leading and demonstrating the values of the faculty, particularly in relation to culture and people, and enabling the desired culture;



- (c) with input from the Leadership Group, setting, communicating and achieving the overarching faculty strategic plan and goals;
  - (d) leading the Leadership Group;
  - (e) participating in whole-of-University decision making;
  - (f) having input into the University's strategic plan and governance and communicating these to faculty staff;
  - (g) implementing the agreed faculty governance framework;
  - (h) managing key stakeholders and communications to relevant University entities; and
  - (i) monitoring and maintaining quality, standards and excellence in education and research.
- (3) Deans will be responsible for academic leadership, including:
- (a) aligning strategic curriculum design with the faculty mission and distinctiveness;
  - (b) pursuing and managing strategically aligned funding and grants opportunities;
  - (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students; and
  - (d) overseeing the faculty's research profile, including reporting requirements.
- (4) Deans will be responsible for financial management, including:
- (a) overseeing, and having final responsibility for proposing (subject to University Budget Review Team Review) and controlling budget expenditure;
  - (b) leading development of the financial strategy and framework for the faculty; and
  - (c) with the Leadership Group, being accountable for the efficient operations of schools and internal centres and institutes.
- (5) Deans will be responsible for operational management, including:
- (a) being accountable for all aspects of faculty operations;
  - (b) providing support to Heads of School to ensure that they have appropriate resources and established processes to implement efficient operations;
  - (c) as appropriate, ensuring and overseeing coherence and consistency of operational frameworks within and between other faculties and University schools; and
  - (d) overseeing school resource management, including ensuring consistency of systems, processes and practices.

- (6) Deans will be responsible for people leadership and management, including:
- (a) chairing the faculty Work Health and Safety Committee;
  - (b) providing strong people leadership and management to all staff, including culture, mission, workforce planning, workload allocation and compliance;
  - (c) developing strategies to attract, engage and retain outstanding talent and for integrating University-wide workforce strategies and initiatives into the faculty;
  - (d) determining accountabilities and responsibilities within the Leadership Group to ensure effective leadership at both the faculty and school level;
  - (e) mentoring and supporting direct reports to instil leadership and management guidance and support for staff across the faculty;
  - (f) strategically overseeing talent management including recruitment, monitoring, promotion, performance management, retention and remuneration; and
  - (g) managing the performance and development targets of all direct reports.
- (7) Deans will be responsible for external community engagement, including:
- (a) identifying development opportunities;
  - (b) ensuring and enabling a coherent fundraising strategy;
  - (c) engaging externally with the profession or sector on a large scale, particularly at the global level;
  - (d) enabling processes and systems to support delivery;
  - (e) overseeing ongoing successful engagement with accreditation and professional bodies, and with the profession or sector; and
  - (f) overseeing continuing and deep engagement with the alumni community.
- (8) Deans will be responsible for risk management, including:
- (a) identifying and managing relevant risks;
  - (b) establishing contingency plans to support the ongoing supply of critical resources for maintaining business-as-usual activity and service delivery to the University;
  - (c) ensuring and verifying that there are appropriate resources and processes in place to achieve work health and safety compliance; and
  - (d) ensuring compliance with the University's work health and safety management system.

**Note:** See [Work Health and Safety Policy 2016](#).

#### **7.4 Responsibilities and functions of Deputy Executive Deans and Deputy Deans**

- (1) The relevant Executive Dean or Dean will determine the full scope of responsibilities for Deputy Executive Deans or Deputy Deans reporting to them, in addition to responsibilities and functions specified in this Rule.

- (2) Deputy Executive Deans and Deputy Deans will contribute to strategic leadership and planning by:
  - (a) serving as members of the Leadership Group;
  - (b) contributing to the development and implementation of the overall faculty strategy;
  - (c) performing the role of the Executive Dean or Dean when that person is absent;
  - (d) in some circumstances, participating in whole-of-University decision-making, through the same fora as Heads of School;
  - (e) having input into, and communicating to staff, the University strategic plan and governance; and
  - (f) in some circumstances, monitoring and maintaining quality, standards and excellence in education and research.
- (3) Deputy Executive Deans and Deputy Deans will contribute to academic leadership by providing strategic input into the academic management of the faculty.
- (4) Deputy Executive Deans and Deputy Deans will contribute to financial management by:
  - (a) serving as members of the Leadership Group;
  - (b) contributing to the development of the faculty budget and financial strategy; and
  - (c) providing input into management of financial matters for the faculty.
- (5) Deputy Executive Deans and Deputy Deans will contribute to operational management by:
  - (a) providing strategic input into the operational management of the faculty; and
  - (b) as appropriate, ensuring coherence and consistency of operational frameworks within and between faculties.
- (6) Deputy Executive Deans and Deputy Deans will contribute to people leadership and management as appropriate within the faculty.
- (7) Deputy Executive Deans and Deputy Deans will contribute to external community engagement, consistently with the faculty strategy and their position accountabilities.
- (8) Deputy Executive Deans and Deputy Deans will contribute to risk management as directed by the Executive Dean or Dean, consistently with their position accountabilities.

## **7.5 Responsibilities and functions of Heads of School**

- (1) Heads of School will contribute to strategic leadership and planning by:
  - (a) serving as a member of the Leadership Group;
  - (b) contributing to the development of the overall faculty strategy;
  - (c) developing and deploying research and education strategies at school level in line with faculty strategy;



- (d) ensuring, on behalf of the faculty, that requirements for monitoring, reporting and compliance with national standards of professional practice, regulation and course accreditation, are met;
  - (e) planning and leading curriculum design and delivery;
  - (f) participating in faculty committees as appropriate;
  - (g) leading any school leadership team;
  - (h) participating in, and communicating to school staff, whole-of-University decision making, at school level; and
  - (i) monitoring and maintaining quality, standards and excellence in education, research, policy and professional practice.
- (2) Heads of School will contribute to academic leadership by:
- (a) being responsible for curriculum (learning and teaching), design and delivery;
  - (b) for professional schools, ensuring accreditation standards are maintained;
  - (c) where appropriate, developing the clinical practice framework;
  - (d) providing leadership in all academic fields of endeavour of the school;
  - (e) ensuring the faculty education, research and research education strategies are resourced and achieved at school level;
  - (f) managing talent at the school level within priorities, processes and strategies set by the faculty; and
  - (g) liaising with the relevant Associate Deans in relation to delivery of strategies.
- (3) Heads of School will contribute to financial management by:
- (a) serving as a member of the Leadership Group;
  - (b) contributing to the development of the overall faculty budget and financial strategy;
  - (c) implementing the faculty financial strategy at the school level;
  - (d) being accountable for financial management of the school and for achieving financial targets; and
  - (e) making decisions at the school level.
- (4) Heads of School will contribute to operational management by:
- (a) ensuring that there are appropriate resources and University-consistent processes for effective operational management in the school;
  - (b) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the school;
  - (c) managing resources appropriately, including ensuring consistency of systems, processes and practices; and
  - (d) ensuring coherence and consistency of operational processes within the faculty.

- (5) Heads of School will contribute to people leadership and management by:
- (a) attracting and recruiting outstanding talent and making appointment decisions for the school, within the overall faculty strategy;
  - (b) determining whether there is a need to appoint a Deputy Head and, if required, establishing the position requirements;
  - (c) providing leadership through mentoring and nurturing of talent and ensuring staff development opportunities (professional and academic) are part of the school culture;
  - (d) being responsible for performance management and development targets for all direct reports and affiliates (jointly with partner organisations where appropriate) including:
    - (i) performance review;
    - (ii) coaching; and
    - (iii) feedback for professional development;
  - (e) promoting and leading strategies designed to ensure an inclusive workplace; and
  - (f) implementing workforce planning, recruitment and resources strategies to ensure that the school's future staffing needs are met.
- (6) Heads of School will contribute to external community engagement by:
- (a) supporting the Executive Dean or Dean in implementing external engagement strategies;
  - (b) identifying strategic opportunities within external communities;
  - (c) for professional schools, ensuring deep engagement with accreditation, professional bodies, industry and the sector; and
  - (d) together with the Executive Dean or Dean and the Leadership Group, ensuring continuing and deep engagement with the alumni community.
- (7) Heads of School will contribute to risk management by:
- (a) identifying and managing relevant risks;
  - (b) ensuring and verifying that appropriate resources and processes are in place to achieve work health and safety compliance; and
  - (c) ensuring compliance with the University's work health and safety management system.

**Note:** See [Work Health and Safety Policy 2016](#).

## 7.6 Rescinded.

### 7.7 Responsibilities and functions of Head of School and Deans of University schools

- (1) Head of School and Deans will contribute to strategic leadership and planning by:
  - (a) planning, setting and communicating the vision of the University school;
  - (b) leading and living the values of the University school, particularly in relation to culture and people, and enabling the desired culture;
  - (c) with input from the Leadership Group, setting, communicating and achieving the University school strategic plan and goals aligned with overall University strategies;
  - (d) leading the Leadership Group;
  - (e) planning and leading curriculum initiatives and delivery;
  - (f) participating in, and communicating to University school staff, whole-of-University decision-making, at the University school level; and
  - (g) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Head of School and Deans will contribute to academic leadership by:
  - (a) aligning strategic curriculum design with the University school mission;
  - (b) pursuing and managing strategically aligned funding and grants opportunities;
  - (c) developing and promoting a quality research strategy that attracts and retains excellence in researchers and research students;
  - (d) overseeing the research profile, including reporting requirements;
  - (e) managing curriculum (teaching and learning) delivery;
  - (f) for professional University schools, ensuring accreditation standards are maintained;
  - (g) providing leadership in all academic fields of endeavour of the University school;
  - (h) ensuring the University school's research strategy is resourced and achieved;
  - (i) managing talent, including recruitment, monitoring, promotion, performance management, retention and remuneration; and
  - (j) liaising with the Deputy Vice-Chancellor portfolios in relation to delivery of relevant strategies.
- (3) Head of School and Deans will contribute to financial management by:
  - (a) proposing and controlling budget expenditure;
  - (b) leading development of the financial strategy and framework for the University school;



- (c) with the Leadership Group, ensuring that the University school is working as efficiently as possible; and
  - (d) being accountable for financial management of the University school and for achieving financial targets.
- (4) Head of School and Deans will contribute to operational management by:
- (a) working with the Leadership Group to oversee and manage all aspects of the University school's operations;
  - (b) ensuring there are appropriate resources and University-consistent processes for effective operational management;
  - (c) ensuring financial, procurement, student, research and teaching policies and procedures are implemented, understood and complied with across the University school;
  - (d) managing resources appropriately, including ensuring consistency of systems, processes and practices usage and application; and
  - (e) ensuring coherence and consistency of operational processes with other faculties and University schools.
- (5) Head of School and Deans will contribute to people leadership and management by:
- (a) chairing the University school Work Health and Safety Committee;
  - (b) establishing the position requirements for the Deputy Head of School and Deputy Dean;
  - (c) providing people leadership and management to all staff, including culture, mission, workforce planning, workload allocation and compliance;
  - (d) developing strategies to attract and retain outstanding talent and integrating University-wide workforce strategies into the University school;
  - (e) making appointment decisions for the University school;
  - (f) managing staff performance and development targets for all direct reports, including:
    - (i) performance reviews;
    - (ii) coaching and
    - (iii) feedback;
  - (g) promoting and leading strategies designed to ensure an inclusive workplace.
- (6) Head of School and Deans will contribute to external community engagement by:
- (a) identifying development opportunities;
  - (b) ensuring and enabling a coherent fundraising strategy;
  - (c) promoting external engagement with the profession or sector, particularly at the global level;
  - (d) enabling processes and systems to support delivery;
  - (e) ensuring deep engagement with accreditation and professional bodies, industry and the relevant professional sector; and
  - (f) ensuring continuing and deep engagement with the alumni community.



- (7) Head of School and Deans will be responsible for risk management, including:
- (a) identifying and managing relevant risks;
  - (b) establishing contingency plans to support the ongoing supply of critical resources needed to maintain business-as-usual activity and service delivery to the University;
  - (c) ensuring and verifying that appropriate resources and processes are in place to achieve work health and safety compliance; and
  - (d) ensuring compliance with the University work health and safety management system.

**Note:** See [Work Health and Safety Policy 2016](#).

## 7.8 Responsibilities and functions of Associate Deans

- (1) Associate Deans will contribute to strategic leadership and planning by:
- (a) chairing faculty or University school committees as required;
  - (b) contributing to planning, setting, communicating and achieving the faculty or University school strategic plan and goals, aligned with overall University strategies;
  - (c) providing a strategic conduit and feedback loop between the faculty or University school and its portfolio-aligned Deputy Vice-Chancellor and University Executive committee;
  - (d) working to harness ideas and activities to support the academic distinctiveness of the faculty or University school;
  - (e) ensuring consistency with central portfolio services;
  - (f) modelling and leading with behaviours that enable a culture where people, diverse ideas and collaboration are valued and thrive; and
  - (g) monitoring and maintaining quality, standards and excellence in education and research.
- (2) Associate Deans will contribute to academic leadership by:
- (a) chairing faculty or University school committees as required;
  - (b) leading the implementation, relevant to their portfolio, of agreed strategies across all academic units with the faculty or University school, in the context of its academic distinctiveness;
  - (c) contributing to the development and promotion of quality research and teaching strategies and practices that will attract and retain excellent researchers and research students;
  - (d) participating in decisions on behalf of the faculty or University school at their respective University Executive committee;
  - (e) consulting across all academic units within the faculty or University school to provide feedback at the University Executive committee level prior to decision making, and then communicating within and across the faculty or University school to ensure effective implementation and delivery;



- (f) communicating and managing interdependencies with other Associate Dean positions within the faculty or University school, to ensure opportunities and efficiencies are identified and leveraged in strategies, operational processes, communication and promotion practices; and
  - (g) implementing University policy in relation to their portfolio.
- (3) Associate Deans will contribute to financial management by:
- (a) contributing to the establishment of the faculty's or University school's strategic financial goals and operational financial management practices to contribute to financial sustainability; and
  - (b) working as part of the academic and operational leadership team to ensure efficiency and effectiveness of financial management practices.
- (4) Associate Deans will contribute to operational management by:
- (a) supporting the smooth operation of the faculty or University school;
  - (b) identifying portfolio related infrastructure requirements and resourcing needs; and
  - (c) meeting governance and compliance requirements in relation to their portfolio.
- (5) Associate Deans will contribute to people leadership and management by:
- (a) contributing to people leadership practices and processes to deliver a positive working culture in which people can develop their best potential and helping deliver the faculty or University school's strategies and goals; and
  - (b) contributing to people management and engagement practices to support a workplace culture in which diversity of thought and contribution, collaboration, excellence and achieving outcomes are encouraged, enabled and valued.
- (6) Associate Deans will contribute to external community engagement by:
- (a) contributing in the relevant area of expertise to the faculty or University school's strategies in relation to alumni, fundraising, and community and industry engagement being cohesive and aligned with overall University strategies;
  - (b) identifying strategic opportunities within external communities, so that the faculty or University school has a strong and effective external engagement profile at the national and global level; and
  - (c) managing external accreditation processes as relevant to the portfolio.

## **PART 8 – RESCINDED**

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## **PART 8A - ELECTIONS**

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### **8A.1 Application**

This Part applies to elections to faculties, faculty boards, University schools, and University school boards as required by subsections 3.4, 3.7, 6.4 and 6.7 of this Rule.

### **8A.2 Conduct of elections**

Elections will be conducted in accordance with the *Elections Policy 2022*.

### **8A.3 Terms of office**

- (1) Elected staff members hold office for a term of two years commencing on 1 January in the year following their election.
- (2) Elected student members hold office for a term of one year commencing on 1 January in the year following their nomination.

## **PART 9 – RESCINDED**

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## **PART 10 – RESCINDED**

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## **PART 11 – STUDENT PARTICIPATION IN MEETINGS**

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### **11.1 Application**

This Part applies to all:

- (a) faculties;
- (b) schools;
- (c) departments; and
- (d) University schools.

## **11.2 Faculty and University school meetings**

- (1) A person who is a student in a faculty or University school must not:
  - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to their own candidature.
  
- (2) A person, other than a member of the academic staff, who is a student in a faculty or University school must not:
  - (a) be present at or participate in any discussion at a meeting of the faculty, faculty board, University school, or any faculty or University school committee;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to any other student's candidature.

## **11.3 Other internal meetings**

- (1) A person who is a candidate for a degree, diploma or certificate of the University must not:
  - (a) be present at or participate in any discussion at a meeting;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to their own candidature.
  
- (2) A person, other than a member of the academic staff, who is a candidate for a degree, diploma or certificate of the University must not:
  - (a) be present at or participate in any discussion at a meeting;
  - (b) access any confidential material, including material produced for the purpose of examination or assessment; or
  - (c) participate in any decision;  
relating to any other student's candidature for a degree, diploma or certificate that is the same as or considered to be of a standing equivalent to or higher than the degree, diploma or certificate for which the person is a candidate.

## **PART 12 - RESCINDED**

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## **PART 13 – RESCINDED**

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## **PART 14 – RESCISSIONS AND REPLACEMENTS**

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### **14.1 Application**

This Part applies to all:

- (a) faculties; and
- (b) University schools.

### **14.2 Rescissions and replacements**

From the date of commencement of this Rule, any reference to a faculty constitution in any other rule, policy, procedures, guidelines or local provisions document is to be read as a reference:

- (a) in the case of a faculty, to Part 3 of this Rule; and
- (b) in the case of a University school, to Part 6 of this Rule.

## **NOTES**

### **University of Sydney (Governance of Faculties and University Schools) Rule 2016 (as amended)**

Date adopted:	12 December 2016
Date amended:	24 March 2018
	31 December 2018
	9 August 2019
	9 December 2019
	4 November 2020
	13 December 2021
	19 August 2022
Date commenced:	1 January 2017
	30 April 2018
	1 January 2018
	13 August 2019
	1 January 2020

1 January 2021

1 January 2022

1 January 2023

Administrator: Deputy Vice-Chancellor and Provost

Review date: 13 December 2021

Rescinded documents:

University of Sydney (Authority within Academic Units) Rule 2003;

Senate resolution Appointment and Roles of Pro-Deans, Deputy Deans, Associate Deans and Sub-Deans, which commenced on 25 November 2008;

Senate resolution Governance of Faculties, Colleges, College Boards, Boards of Studies, Departments, Schools and Committees, which was last amended on 4 February 2014;

The constitutions of Faculties, Colleges and Boards of Studies as at 1 January 2017, other than the constitutions for:

the Faculty of Dentistry;

the Faculty of Medicine;

the Faculty of Nursing and Midwifery; and

the Faculty of Pharmacy.

The constitution of the Sydney College of the Arts, as from 1 July 2017.

The constitutions of the Faculty of Dentistry, the Faculty of Medicine, the Faculty of Nursing and Midwifery and the Faculty of Pharmacy as at 30 April 2018.'

Related documents: University of Sydney (Coursework) Rule 2014

Coursework Policy 2014

Learning and Teaching Policy 2015

Learning and Teaching Procedures 2016

*University of Sydney Act 1989 (as amended) (NSW)*

*University of Sydney By Law 1999 (as amended) (NSW)*

*University of Sydney (Coursework) Rule 2014*

*University of Sydney (Delegations of Authority – Administrative Functions) Rule 2010 (as amended)*

*University of Sydney (Delegations of Authority – Academic Functions) Rule 2016*

*University of Sydney (Governance of Faculties and University Schools Rule) 2016*

*University of Sydney (Higher Degree by Research) Rule 2011 (as amended)*

*Coursework Policy 2014*

*Policies Development and Review Procedures*

## **AMENDMENT HISTORY**

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
4, 15	Remove references to transition period	24 March 2017
2(2)	Delete 8 January 2018. Insert 30 June 2018.	22 May 2017
15	Re-number existing section as 15(1) Add new 15(2).	22 May 2017
3.8(1)	New clause	12 July 2017
3.8(3)(a), 3.8(4)(c)(xii), 3.8(4)(d)(xiii)	“and” added to end of subclause	12 July 2017
3.8(8), 3.8(9)	Subclauses deleted	12 July 2017
3.9	Various amendments for clarification. New clauses (10) and (11) added	12 July 2017
3.18(5)(a)	“and” added to end of subclause	12 July 2017
4.1, 4.3	Various amendments for clarification	12 July 2017
4.4(1)(b)- 4.4(5)	Subclauses added	12 July 2017
4.5(2)(a)	“and” added to end of subclause	12 July 2017
4.6	Renumbered, subclause 4.6(3)(a) added; 4.6(10) typographical error corrected	12 July 2017
4.7(2)(e)	“and” added to end of subclause	12 July 2017
5.2(1)(b)	Typographical error corrected	12 July 2017
5.4	Subclause 2 added	12 July 2017

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
5.6	Various amendments for clarification. New subclauses (3)(a) added.	12 July 2017
5.7	Various amendments for clarification. New subclause (1)(c), (1)(d)(i) and (3) added.	12 July 2017
5.8(4)	Reference to Rules, policies and procedures added	12 July 2017
5.8(4)(c)(xii), 5.8(4)(d)(viii), 5.8(4)(h)	“and” added to end of subclause	12 July 2017
5.8(8), 5.8(9)	Subclauses deleted	12 July 2017
5.9(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
5.9(10)	Typographical error corrected	12 July 2017
5.9(11), 5.9(12)	Subclauses added	12 July 2017
5.16(6)(e)	“and” added to end of subclause	12 July 2017
5.17(5)(a)	“and” added to end of subclause	12 July 2017
6.3(1)(a)	“and” added to end of subclause	12 July 2017
6.3(2)	Reference to Rules, policies and procedures added	12 July 2017
6.3(5)	Subclause deleted	12 July 2017
6.4(2)(c)	Reference to Registrar changed to Provost	12 July 2017
6.4(9)	Typographical error corrected	12 July 2017
6.5(4)(a)	“and” added to end of subclause	12 July 2017
6.7(2)(a)	“and” added to end of subclause	12 July 2017
6.8(6)	Various amendments for clarification	12 July 2017
7.3(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
7.3(10)	Typographical error corrected	12 July 2017
7.4(1)(a), 7.4(2)(e), 7.4(3)(g)	“and” added to end of subclause	12 July 2017
7.5(3)(ii)	Subclause added and renumbered	12 July 2017



<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
8.2(2)	Amendment for clarification	12 July 2017
8.3(3)(a)	Subclause added and subsequent clauses renumbered	12 July 2017
8.4	Various amendments for clarification	12 July 2017
8.6(1)	Cross reference removed and typographical error corrected	12 July 2017
8.6(2)	Subclause added and subsequent subclauses deleted	12 July 2017
9.1(e), 9.1(f)	Subclauses deleted	12 July 2017
9.2, 9.3, 9.4	References to school and department removed and various amendments for clarification	12 July 2017
9.6	Amended for clarification	12 July 2017
9.7, 9.8, 9.9	Clauses deleted	12 July 2017
10.2	References to postgraduate studies committee deleted	12 July 2017
Part 11	New part, subsequent parts renumbered	12 July 2017
12.2	End date amended	12 July 2017
12.3(1)(b)(i)	Subclause added and subsequent subclauses renumbered	12 July 2017
12.3(1)(c), 12.3(2), 12.3(3), 12.3(4)	Subclauses deleted	12 July 2017
13.2(3)	Note added	12 July 2017
Notes	Related document added	12 July 2017
3.7(3) note	Minor typographical amendment	17 July 2017
1.3	Subsection (1) amended. Subsections (2) – (4) deleted	24 March 2018
1.4(1)	Reference to Board of Interdisciplinary Studies added	24 March 2018
1.4(2)(a)	References to Executive Deans, and Heads of Clinical School added	24 March 2018
1.4(2)(b)	Reference to Deputy Executive Dean added	24 March 2018
1.4(2)(d)	Subclause added	24 March 2018

Provision	Amendment	Commencing
1.5	<p><b>Definitions amended:</b> academic staff member; administrative, strategic and operational affairs; Executive Committee; faculty; Leadership Group; Liberal Studies Bachelor degree; Open Learning Environment;</p> <p><b>Definitions added:</b> affiliate; approved leadership position; Board of Interdisciplinary Studies; Centre for Continuing Education; Clinical School; continuing education; core Associate Dean; Dalyell stream; Deputy Dean; Deputy Executive Dean; Executive Dean; Executive Dean's Committee; extra-curricular education; Head of Clinical School; program; school manager; Shared Pool; significant component of an award course;</p> <p><b>Definitions deleted:</b> constitution; department; Head of Department;</p>	24 March 2018
2.2	Subsections (1)(d) and (e) added; Subsection 2.2(2) deleted and subsequent clauses renumbered	24 March 2018
3.1	Subsection (e) added	24 March 2018
3.2	Subsection (1) added and subsequent clauses renumbered; subsections (2) and (3) amended. References to non-core Associate Deans and Executive Dean added to subsection (4).	24 March 2018
3.3	References to "strategic" and Executive Dean added	24 March 2018
3.5(2)	Typographical correction	24 March 2018
3.6	References to Executive Dean added. New subclause (6) added and subsequent clauses renumbered.	24 March 2018
3.7 (1)	References to Executive Dean, Deputy Executive Dean and Heads of Clinical School added. New subclause (a)(viii) added.	24 March 2018
3.7(2)	New subclause added and subsequent clauses renumbered	24 March 2018
3.7(3)	Typographical corrections; references to clinical schools added. New subclause (b) added.	24 March 2018
3.7(4)	Amended to refer to "eligible" temporary academic staff members	24 March 2018
3.9(1)-(3)	References to Executive Dean added	24 March 2018

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
3.9(5)	Subclause added and subsequent clauses renumbered	24 March 2018
3.10	Reference to Executive Dean's or Dean's Executive Committee added	24 March 2018
3.11	Reference to Executive Dean's or Dean's Executive Committee added. Reference to 'strategic and operational affairs' added.	24 March 2018
3.12	Reference to Executive Dean and the Executive Dean's or Dean's Executive Committee added	24 March 2018
3.13	Reference to Executive Dean, Deputy Executive Deans and Heads of Clinical Schools added	24 March 2018
3.14	Reference to Executive Dean's or Dean's Executive Committee added	24 March 2018
3.15	Reference to Executive Dean added	24 March 2018
4.1(1)	Reference to the Faculty of Medicine and Health (excluding clinical schools) added	24 March 2018
4.1(2)	Subclause added	24 March 2018
4.3	Reference to Executive Dean added	24 March 2018
4.6(2)(c)	Reference to Executive Dean added	24 March 2018
4.6.5	Subclause relating to affiliates added and subsequent clauses renumbered	24 March 2018
4.7	Clause deleted	24 March 2018
5.1-5.5	New Part 5 relating to Clinical Schools added. Subsequent renumbering of remaining Parts.	24 March 2018
6	Former Part 6 deleted.	24 March 2018
6.2(2)	Reference to 'optional' Associate Deans replaced by 'non-core'.	24 March 2018
6.3(2)	Addition of word 'strategic'	24 March 2018
6.4(b)	Addition of word 'student' before 'members'	24 March 2018
6.6(8)	Subclause added and subsequent clauses renumbered	24 March 2018
6.9(5)	Subclause added and subsequent clauses renumbered	24 March 2018

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
6.11	Reference to the 'strategic and operational affairs' added	
7	New Part 7 (Responsibilities and Functions) added and subsequent parts renumbered	24 March 2018
7.1	Section added.	24 March 2018
7.2	Responsibilities and functions of the Executive Dean added	24 March 2018
7.3	Responsibilities and functions of Deans moved from former s3.16 into Part 7	24 March 2018
7.4	Responsibilities and functions of Deputy Executive Deans and Deputy Deans moved from former s3.17 into Part 7. Reference to Deputy Executive Deans added.	24 March 2018
7.5	Responsibilities and functions of Heads of School moved from former 4.7 into Part 7. Addition of word 'design' in 7.5(2)(a).	24 March 2018
7.6	Addition of section 7.6 (Responsibilities and functions of Heads of Clinical School	24 March 2018
7.7	Responsibilities and functions of Head of School and Deans of University schools moved from former section 5.16 into Part 7.	24 March 2018
7.8	Responsibilities and functions of Associate Deans moved from former 3.1 into Part 7. Reference to 'Deputy Executive Dean' added.	24 March 2018
8.2	Reference to Executive Dean added	24 March 2018
8.2(i)	Clause deleted and subsequent clauses renumbered; minor typographical corrections	24 March 2018
8.3(1)-(6)	Minor typographical corrections	24 March 2018
8.4	Subclause 8.4(2)(b) deleted and subsequent clauses renumbered	24 March 2018
	References to the Shared Pool, Dalyell Stream, Open Learning Environment, Bachelor of Advanced Studies and Master of Advanced Studies added	
	Subclause 8.4(5) added	
8.5	Former section 7.5 deleted	24 March 2018

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
9.1	Reference to the Faculty of Medicine and Health added	24 March 2018
9.4	Reference to the Executive Dean added	24 March 2018
9.5	Reference to the Executive Dean added	24 March 2018
9.6(1)(a)	Addition of the word 'eligible'	24 March 2018
10.4	Reference to the Executive Dean added	24 March 2018
11.3	Reference to 'Other internal meetings' added. References to 'school or department' in subclauses 11.3(1)(a) and 11.3(2)(a) deleted.	24 March 2018
13.1	Section deleted. New section referring to the Faculty of Medicine and Health added.	24 March 2018
13.2 – 13.5	Sections added.	24 March 2018
Part 14	New Part added, replacing former section 13.2	24 March 2018
3.8(6)	References to standing committees on curriculum approvals added	1 January 2019
3.8(7)	References to standing committees on curriculum approvals added	1 January 2019
3.8A	Sections added – standing committees responsible for curriculum approvals	1 January 2019
6.8(6)	References to standing committees on curriculum approvals added	1 January 2019
6.8(7)	References to standing committees on curriculum approvals added	1 January 2019
6.8A	Sections added – standing committees responsible for curriculum approvals	1 January 2019
6.9(12)	References to standing committees on curriculum approvals added	1 January 2019
13.4(4)	New subsection	13 August 2019
13.5(6)	New subsection	13 August 2019
1.5(1)	Definition of "clinical school" amended to add reference to Sydney Medical School	1 January 2020
2.2(1)(c)	Faculty of Engineering and Information Technologies amended to Faculty of Engineering	1 January 2020
2.2(1)(d)	Subsection deleted, consequential renumbering	1 January 2020

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
2.2(2)	Subsection deleted	1 January 2020
3.1(c)	Faculty of Engineering and Information Technologies amended to Faculty of Engineering	1 January 2020
3.1(d)	Subsection deleted, consequential renumbering	1 January 2020
3.7(1)(a)(v)	Subsection deleted, consequential renumbering	1 January 2020
3.7(3)(a)	References to clinical schools deleted. Note added	1 January 2020
3.7(4)	Reference to “seven” professional staff members amended to “nine”	1 January 2020
3.7(5)	Reference to “eight” student members amended to “ten”	1 January 2020
3.13(2)(d)	Subsection deleted, consequential renumbering	1 January 2020
4.1(1)(c)	Faculty of Engineering and Information Technologies amended to Faculty of Engineering	1 January 2020
4.1(1)(d)	Subsection deleted, consequential renumbering	1 January 2020
5.1, 5.2	References to Sydney Medical School added	1 January 2020
5.3 (2) and (3)	Reference to Head of Sydney Medical School added. References to Provost and Deputy Executive Dean (Health and Community) deleted.	1 January 2020
5.4 (1) and (2)	Reference to Sydney Medical School added	1 January 2020
5.5	Reference to Head of Sydney Medical School added. References to Provost and Deputy Executive Dean (Health and Community) deleted.	1 January 2020
7.6	Section deleted	1 January 2020
9.1(c)	Faculty of Engineering and Information Technologies amended to Faculty of Engineering	1 January 2020
9.1(d)	Subsection deleted, consequential renumbering	1 January 2020
Part 13	Amended to refer to Health Sciences transition to Faculty of Medicine and Health	1 January 2020
13.1-13.5	Section deleted	1 January 2020
13.1-13.4	New sections added	1 January 2020
1.4.(2)	Definition of award course amended; Definition of Executive Committee amended:	1 January 2021

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
	Definition of Executive Dean amended; Definition of School General Manager added.	
3.2(3)	Note added	1 January 2021
3.3(1)(c)	Subsection replaced	1 January 2021
3.3(2)(c)	Subsection added	1 January 2021
3.8(6)	Reference to section 3.8A deleted	1 January 2021
3.8(7)	Reference to standing committee deleted	1 January 2021
3.8A	Section deleted	1 January 2021
3.9(12)(a)	Subsections (i) to (iii) and Note added	1 January 2021
Part 3A	New Part added	1 January 2021
4.4(5)	Subsection added	1 January 2021
6.3(1)(c)	Subsection replaced	1 January 2021
6.3(2)(c)	Subsection added	1 January 2021
6.8(6)	Reference to section 3.8A deleted	1 January 2021
6.8(7)	Reference to standing committee deleted	1 January 2021
6.8A	Section deleted	1 January 2021
Part 6A	New Part added	1 January 2021
7.2(6)(a)	Subsection added	1 January 2021
7.3(6)(a)	Subsection added	1 January 2021
7.7(5)(a)	Subsection added	1 January 2021
7.8(1)(a)	Subsection added	1 January 2021
7.8(2)(a)	Subsection added	1 January 2021
13.2;13.3	Subsections deleted	1 January 2021
1.5	Definition of academic staff member amended Definition of affiliate amended Definition of Returning Officer deleted Definition of temporary staff member amended	1 January 2022
3.4(1)(b)	Amended to remove reference to elections provisions. Note added.	1 January 2022
3.7(1)	Amended to remove reference to elections provisions. Note added.	1 January 2022

<b>Provision</b>	<b>Amendment</b>	<b>Commencing</b>
6.4(1)(b)	Amended to remove reference to elections provisions. Note added.	1 January 2022
6.7(3)	Subsection deleted to remove reference to elections provisions. Note added.	1 January 2022
Part 8A	New Part added	1 January 2022
Part 9	Part rescinded	1 January 2022
Part 10	Part rescinded	1 January 2022
Part 12	Part rescinded	1 January 2022
Part 13	Part rescinded	1 January 2022
1.3, 1.4, 3A.5(5)(a), 6A.5(5)(a)	Reference to the Board of Interdisciplinary Studies removed.	1 January 2023
1.5	Definitions of 'Board of Interdisciplinary Studies', 'Dalyell Stream', and 'Open Learning Environment' deleted.	1 January 2023
Part 8	Part rescinded.	1 January 2023