



# Faculty Board Charter

## Establishment

1. The Faculty Boards are governance committees established by the Academic Board under the Academic Board Rules 2011

## Purpose

2. The Faculty Boards play a crucial role working within the University's regulations, policies and guidelines to provide quality assurance for teaching, learning and research activities within the Faculty, monitoring impact, engagement and other aspects of these activities to support continuous improvement. The Faculty Boards also play a crucial role in setting strategic academic and research directions for the Faculty and advising the Academic Board and the Chancellor on strategic institutional directions. Faculty Board may advise the Academic Board and/or the Vice-Chancellor on areas of concern. and the Vice-Chancellor.

4. The Academic Board authorises the Faculty Board within the scope of its role and responsibilities, to:
  - a. establish working groups as required to assist the Faculty Board in the exercise of its duties;
  - b. request the attendance of any University employee, officer of a controlled entity at Faculty Board meetings;
  - c. obtain any information it needs from any employee or external party (subject to their legal obligation to protect information) and
  - d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter

## Terms of Reference

5. The primary responsibilities of the Faculty Board are to:
  - a. monitor academic and research standards, performance and outcomes for coursework and research students, program quality, and teaching effectiveness with the Faculty and the outcome of improvement actions
  - b. play a lead role in strategic and operational planning of the Faculty including monitoring and reviewing the implementation of the Faculty's Operational Plan and the Faculty's contribution to the University's strategic plan
  - c. critically scrutinise and recommend Academic Board (via the Curriculum Committee):
    - i. new and revised courses and unit sets
    - ii. new units,
    - iii. closure of courses, unit sets and units, and
    - iv. reaccreditation of courses.
  - d. approve major unit revisions;
  - e. monitor the course monitoring, review and improvement activities of the Faculty;
  - f. monitor and provide advice on the implementation of policy and procedures within the Faculty and where appropriate, provide advice to the Executive Dean on the development of local instructions;
  - g. monitor and provide advice to the Academic Board and/or the Executive Dean on current and emerging risks to academic integrity and academic quality; and the effectiveness of controls and treatment actions to ensure risks are being managed appropriately the Faculty
  - h. monitor quality of course delivery, student experience and scholarship with educational partners and the outcomes of any improvement actions;
  - i. provide a forum to facilitate communication on issues within the higher education sector, and encourage discussion and dissemination of information within the Faculty regarding good practices in scholarship and research
  - j. monitor the activities of the Faculty Assessment Board
  - k. advise the Executive Dean and Academic Board on academic matters, research and research training activities of the Faculty; and
  - l. advise on other matters referred by Academic Board, Executive Dean and/or the Vice Chancellor.

## Membership

6. The Faculty Board shall comprise the following members:
  - a. Chair
  - b. Executive Dean
  - c. Associate Deans;
  - d. Directors of Research Centres / Institutes
  - e. Heads of Schools and/or Heads of Disciplines, or equivalent
  - f. Business Manager or General Manager;
  - g. at least two elected academic staff members of the Faculty
  - h. at least two elected Level D or E academic staff the Faculty
  - i. one member who is elected from and by members of the professional staff of the Faculty;
  - j. elected Faculty representative on the Student Representative Council;
  - k. one undergraduate student endorsed by the Student Representative Council who is enrolled in an undergraduate course of the Faculty

- I. one postgraduate student endorsed by the Student Representative Council, who is enrolled in a postgraduate course of the Faculty
  - m. other members as required (maintaining gender balance and the existing balance between ex-officio/elected members)
7. The position of Chair will be held by a Level D or E academic staff member of the Faculty elected by the Faculty staff

16. The Academic Board may request additional reports on the business of Faculty Boards as it deems necessary.

17. The Faculty Board may report to the Academic Board, Executive Deans or Vice-Chancellor on any other matter it deems of sufficient importance to do so.

## Administration

