

Standing Orders - the Academic Board and its Committees

Section 1 - Purpose and Scope

(1) The Academic Board and its Committees will conduct their meetings and other business in accordance with these Standing Orders and the customary practice of the Academic Board, subject to the University By-laws and University Council resolutions.

Principles of Operation

(2) Academic Board and its Committees will operate in a manner that is:

- a. Accountable: committees will conduct their business transparently and always in the best interests of the University;
- b. Collegial: committees will conduct their business in a manner that is consultative, communicative and respectful;
- c. Efficient: committee business will focus on matters relevant to the committee's Terms of Reference and within the scope of the responsibilities and authority of Academic Board as set out in the [Terms of Reference - Academic Board Rule](#);
- d. Representative: committee membership will reasonably represent the diversity of the whole University community while maintaining membership that is as compact as possible for the committee to effectively conduct its business; and
- e. Orderly: committee members will exhibit and uphold good conduct that complies with the University's [Code of Conduct](#) and as additionally set out in the [Guidelines for Conduct of Members of Academic Board and its Committees](#).

(3) Customary practice refers to the process by which the Board's business is conducted through a presiding member (normally the person referred to as the Chair) and proceeds on the basis of resolution. In the conduct of meetings of the Academic Board and its Committees, all reasonable discretion is allowed to the presiding member.

(4) These Standing Orders apply to Academic Board and all its subcommittees. School/College Boards are also governed by the [Standing Orders of the Southern Cross University School-College Board](#).

Section 2 - Elections for members of Academic Board and its subcommittees

Election of Chair and Deputy Chairs of the Academic Board

(5) The positions of Chair, Deputy Chair (Research) and Deputy Chair (Teaching and Learning) will be filled as per the [Terms of Reference - Academic Board Rules](#).

(6) Elections for these positions, where required, will occur as follows:

- a. nominations for the position of Chair/Deputy Chair will be called by email or other appropriate publication, and the nomination period will be for a minimum of 14 days;
- b. nominations in writing will be submitted to the Council Secretary and must include:
 - i. names of a proposer and seconder; and
 - ii. confirmation of the candidate's willingness to stand;
- c. if necessary, an election will be conducted by secret ballot and voting will be on an optional preferential basis;
- d. an election may be conducted electronically and separate to an Academic Board meeting, or during an Academic Board meeting, as follows:
- e. for the Chair, the election will be completed at, or prior to (for electronic voting), the second last meeting of the Academic Board in the year the incumbent Chair's term is due to expire;
- f. for the Deputy Chair, the election will be completed at, or prior to (for electronic voting), the first meeting of the Academic Board in the year the incumbent Deputy Chair's terms are due to expire; or
- g. where the Vice Chancellor has determined to be the presiding member of the Academic Board, the election for Deputy Chair will occur at the next scheduled meeting of the Academic Board after that determination.

(7) The term of office of the Chair will be the lesser of:

- a. three years, commencing from 1 January of the year following election; or
- b. until such time that the Vice Chancellor wishes to become the presiding member of Academic Board.

(8) The term of office of the Deputy Chair will be three years commencing upon election.

(9) A Chair and Deputy Chair will hold office for no more than two consecutive terms.

(10) In the event that the Chair is elected from one of the academic members representing a School/College, the constituency concerned will be entitled to nominate an additional member to the Academic Board.

(11) In the event that no nominations for the Deputy Chairs are received by closing date, the Chair may extend the nomination period up to and including the next meeting of Academic Board.

Equity Provision

(12) In the election of Chair and Deputy Chair positions for the Academic Board, at least one of the persons elected will be of the other gender except in the event that there are insufficient female or male nominations.

Election of Academic Staff Representatives

(13) Upon request, Schools/Colleges will provide the Council Secretary with the name of their elected representatives on Academic Board (as per the [Terms of Reference - Academic Board Rule](#));

(14) The term of office of an academic staff member on the Academic Board will be two years, commencing from the first meeting of the Academic Board following confirmation of membership.

Election of Students

(15) Students will be elected from the entire student body.

(16) The term of office of student representatives will be one year, commencing from the first meeting of the Academic Board following confirmation of membership.

Section 3 - Sub-Committees of Academic Board

(17) In order to fulfil its responsibilities, the Academic Board may establish committees to perform functions delegated to them by the Academic Board.

(18) All elected academic staff members of these committees will serve for a period of two years following election, or as otherwise determined by these Standing Orders. All student members will serve for a period of one year following election.

(19) The Chair, Academic Board may attend any committee meeting as an ex-officio member and will contribute to the calculation of a quorum.

Academic Board Executive Committee

Purpose

(20) The Academic Board Executive Committee will:

- a. provide advice and recommendations to the Academic Board on any academic matter requested by the Board;
- b. provide advice and recommendations to the Vice Chancellor or the Chair, Academic Board on any urgent academic matter as requested by the Vice Chancellor or the Chair, Academic Board;
- c. act on behalf of the Academic Board in the event of urgent or exceptional circumstances which require a decision normally in the purview of the Academic Board and which cannot be delayed until the next meeting of the Board;
- d. make decisions on behalf of the Academic Board as delegated by the Board; and
- e. report any decisions and actions to the subsequent meeting of the Academic Board.

Composition

(21) The membership of Academic Board Executive Committee is:

- a. Chair: Chair, Academic Board;
- b. Deputy Chairs of Academic Board;
- c. Deputy Vice Chancellor (Academic);
- d. Deputy Vice Chancellor (Research); and
- e. Director, Student Administration Services or nominee.

(22) The Committee may co-opt such other persons to its membership as it determines from time to time.

Meetings

(23) The Committee will meet at such times when requested to consider matters referred to it by the Vice Chancellor, the Academic Board or by the Chair, Academic Board.

Accreditation Committee

Purpose

(24) The Accreditation Committee advises the Academic Board on matters relating to unit and course approvals and course accreditation. The Committee will:

- a. advise Academic Board on the accreditation, reaccreditation or removal of University coursework programs, in

- line with University policy and national qualification standards;
- b. advise Academic Board on award rules and admission standards in accordance with University policy;
- c. advise Academic Board on unit and course changes, advanced standing and articulation matters in accordance with University policy;
- d. on behalf of the Academic Board, variously approve matters as authorised by the [Course and Unit Approval Authorities](#);
- e. act as a source of advice and reference to Schools/Colleges on course development;
- f. identify and make recommendations to Academic Board on current or emerging issues pertaining to courses and qualification standards; and
- g. consider and report to Academic Board on any matters referred to it by the Vice Chancellor, the Academic Board or by the Chair, Academic Board.

Composition

(25) The membership of Accreditation Committee is:

- a. Chair: Deputy Chair of Academic Board (Teaching and Learning);
- b. Chairs of all School/College Boards;
- c. Director, Teaching and Learning;
- d. Chair, Academic Board;
- e. Senior Manager Compliance, Planning, Quality and Review;
- f. Director, Student Administration Services or nominee; and
- g. Director, Library Services.

(26) The Committee may co-opt such other persons to its membership as it determines from time to time.

(27) Upon request Schools/Colleges will provide the Council Secretary with the name of the Chair of the School/College Board and the Deputy Chair of the School/College Board, who will be the alternate member if the Chair of the School/College Board is unavailable.

Academic Standards and Quality Committee

Purpose

(28) The Academic Standards and Quality Committee is the principal advisory committee of the Academic Board on issues relating to academic standards and quality for curriculum delivery. The Committee will:

- a. develop, monitor, review, and advise the Academic Board on, University Rules, Policies, Procedures and Guidelines relating to developing, maintaining and assuring academic standards and quality in delivery of the University's curriculum;
- b. monitor and report on academic performance of units and courses with respect to student outcomes against internal and external benchmarks;
- c. monitor and report on equivalence of academic standards in delivery of units and courses through external benchmarking;