

## Faculty Board Charter

### Establishment

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

### Purpose

2. Faculty Board plays a crucial role, working within the Universities Regulations, polices and guidelines to achieve relevant, competitive and quality teaching and learning for its students. Additionally, the Faculty board is responsible for monitoring the impact and engagement, as well as other aspects, to ensure continuous improvement.
3. Faculty Boards also play a crucial role in setting strategic academic and research directions for the Faculty and advising the Academic Board and the Vice-Chancellor on strategic institutional directions and on areas of concern.

### Authority

4. Faculty Board is authorised to perform activities within the scope of responsibilities set out in this Charter and to make appropriate recommendations to the Academic Board, Executive Dean and the Vice-Chancellor.
5. 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 UC 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

6. The primary responsibilities of the Faculty Board are to:
  - a. monitor academic and research standards, performance and outcomes for coursework and research students.
  - b. monitor program quality and teaching effectiveness within the Faculty and the outcome of improvement actions;
  - c. 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;
  - d. critically scrutinise and recommend to 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
    - iv. reaccreditation of courses
  - e. approve major unit revisions;
  - f. monitor the course monitoring, review and improvement activities of the Faculty;
  - g. 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;
  - h. monitor and provide advice to the Academic Board and/or the Executive Dean on current and emerging risks to academic integrity and academic quality; including the effectiveness of controls and treatment actions, implemented solutions and mitigations to ensure risks are being managed appropriately within the Faculty;
  - i. monitor quality of course delivery, student experience and scholarship with educational partners and the outcomes of any improvement actions;
  - j. 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;
  - k. monitor the activities of the Faculty Assessment Board;
  - l. advise the Executive Dean and Academic Board on academic matters, research and research training activities of the Faculty;
  - m. maintain a schedule of Course Advisory Group Meetings; and
  - n. advise on other matters referred to the Faculty Board by Academic Board, Executive Dean and/or the Vice-Chancellor.

## Membership

7. 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, if available within the Faculty;
  - 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 of 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;
  - l. one postgraduate student endorsed by the Student Representative Council, who is enrolled in a postgraduate course of the Faculty; and
  - m. other members as required (maintaining gender balance and the existing balance between *ex-officio*/elected members).
8. The position of Chair will be held by a Level D or E academic staff member of the Faculty, elected by the Faculty staff. The Chair will serve a two-year term and may be re-elected for two additional terms.
9. Elected staff members will serve a two-year term. Other members appointed to the Faculty Board under 7(m) will be appointed for a one-year term, and may be reappointed. Student members appointed under 7(k – l) must maintain the ongoing endorsement of the Student Representative Council. Elected members may be re-elected for two additional term. No one gender will hold more than 60% of the membership on the Committee. The Committee may appoint additional members to achieve the gender balance. Members appointed to achieve gender balance will be appointed for a one year-term and may be reappointed.

## Role and Responsibilities of Members

10. Members of the Committee are expected to understand and observe the legal requirements of the University of Canberra Act 1989, University Statutes and Rules.
11. Members of the Faculty Board are expected to:
- a. understand and observe the legal requirements of the *University of Canberra Act 1989*, and the University Statutes, Rules and Policies.
  - b. act in the best interests of the University;
  - c. contribute sufficient time to review and understand the papers provided; and
  - d. apply analytical skills, objectivity and good judgment.

## Reporting

12. Faculty Board will submit the minutes of each meeting to the following meeting of the Academic Board.
13. Unconfirmed minutes will be circulated to Faculty members following approval by the Chair.
14. Faculty Board will submit an annual report to the Academic Board at the requested date and time of the Academic Board, on its operation and activities, including:
- a. a summary of the work it performed to fully discharge its responsibilities during the preceding year;
  - b. an improvement plan, where needed, and feedback on progress with previous improvement plans;
  - c. details of any outstanding business;
  - d. details of meetings, including the number of meetings held during the relevant period and the number of meetings each member attended; and

- e. details of Course Advisory Group activities and effectiveness monitoring as set out in the Course Advisory Groups Procedure.
15. The Academic Board may request additional reports on the business of the Faculty Board as it deems necessary.
  16. Faculty Board may report to the Academic Board, Executive Dean or Vice-Chancellor on any other matter it deems of sufficient importance to do so.

## Administration

### Meetings

17. Faculty Board will meet at least six times per year on dates determined by the Faculty Board, unless otherwise agreed by the Chair. The agenda should be circulated to members one week in advance of the meeting date.
18. The Chair is required to call a meeting if asked to do so by the Academic Board, the Executive Dean or the Vice-Chancellor within a reasonable timeframe, considering the urgency of the matter to the Academic Board, the Executive Dean or the Vice-Chancellor. The Chair may also determine whether a meeting is required at the request of another Faculty Board member.
19. A Faculty Board Annual Plan, including meeting dates and key agenda items, will be agreed by the Faculty Board each year. The Annual Plan will cover all responsibilities as detailed in this Charter
20. Papers are to be submitted to the Faculty Board prior to the agenda close date.
21. Papers may only be accepted after the agenda close date with the approval of the Chair.

### Quorum and Attendance

22. A quorum consists of a majority of people holding office as members of the Committee being present at the meeting.
23. The Chair may approve for the whole, or any part, of a meeting, the attendance of:
  - a. a member of the Academic Board;
  - b. an employee or contractor of the University; or
  - c. any external persons for the purpose of providing advice or consultation to the Faculty Board.
  - d. Other non-members on a case-by-case basis.
24. An elected member who is absent from three consecutive meetings, without a leave of absence being granted by the Chair, will be deemed to have vacated their position, creating a casual vacancy.
25. Ordinarily, a leave of absence will not extend beyond 12 months.

## Elections

26. Elections for members of the Faculty Board will be conducted under the University of Canberra (Election of Staff and Student Members to Academic Board and Council) Rules 2022.

## Induction

- 27. The Chair will arrange an induction for Faculty Board members.
- 28. The Chair will provide ongoing mentoring and support for student members of the Faculty Board.

## Decisions

- 29. Decisions will be determined by vote or by a majority consensus, at the discretion of the Chair. A quorum must be present for a decision or endorsement to be made.
- 30. Where a vote is required, a decision of the Committee is considered valid if a majority of the members present agree to the proposed recommendation.
- 31. Circulating resolutions require support from 2/3 of the Faculty Board membership, evidenced by the members' signatures, which may include electronic signatures, or email confirmation sent from an authorised email account.
- 32. Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

## Assessment and Review

- 33. Faculty Board will assess its performance annually with respect to the Faculty Board's purpose and functions.
- 34. The Academic Board will review the Faculty Board Charter on a biennial basis.

## DOCUMENT CONTROL

VERSION	DATE	AUTHOR	RATIONALE
0.1	07/12/2021	C Venning	Approved Charter
0.2	09/01/2024	Z Toole	Biannual review.