Faculty Board Charter

Establishment

(1) Faculty Boards are governance committees established by the Academic Board under the Academic Board Rules 2026 and are accountable to the Academic Board for the discharge of their responsibilities under this Charter.

Purpose

(2) Faculty Boards are the principal faculty-level academic governance and assurance bodies of the University. Faculty Boards provide independent academic scrutiny, assurance and advice concerning academic quality, standards, performance, risk and continuous improvement.

(3) Faculty Boards support informed academic decision-making, constructive challenge and effective communication across the faculty and play a crucial role in setting strategic academic and research directions for the Faculty.

(4) Faculty Boards do not exercise operational management responsibilities or make management level decisions. They may advise Faculty management on matters materially affecting academic quality, standards, performance or risk. Management means the day-to-day operation and administration of the Faculty.

Authority

(5) 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.

(6) The Academic Board authorises the Faculty Board, within the scope of its role and responsibilities, to:

a. establish working groups and subcommittees 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 is entitled to receive timely, accurate and sufficiently disaggregated information necessary to discharge its responsibilities; and

d. exercise such other functions as may be necessary to enable it to exercise the responsibilities specified in this Charter.

(7) The primary responsibilities of the Faculty Board are to:

a. oversee and monitor academic and research standards, performance and outcomes for coursework and research students, including relevant indicators of student success, academic quality and research performance;

b. oversee course quality, teaching quality and capability, student experience and the outcome of improvement actions within the faculty;

c. contribute to the strategic planning of the Faculty, including monitoring and reviewing the implementation of the Faculty's Business Plan and the Faculty's contribution to the University's strategic plan;

d. approve curriculum matters Delegated to Faculty Board under the University's Delegations of Authority including:

i. course revisions;
ii. units;
iii. unit sets;
iv. microcredential revisions;
v. short courses and
vi. other non-award courses where relevant;

(where there is a conflict or inconsistency between this Charter and the Delegations of Authority, the Delegations of Authority will prevail);

e. critically scrutinise and endorse recommendations to the Curriculum Committee, Academic Board and Council, as required, regarding:

i. new coursework award courses and their accreditation, reaccreditation, revision, suspension or closure;
ii. new Higher Degree by Research courses and their accreditation, reaccreditation, revision, suspension or closure;
iii. new disciplines and other matters requiring approval by Council; and
iv. other curriculum matters delegated to Curriculum Committee, Academic Board or Council under the University's Delegations of Authority.

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. oversee and monitor current and emerging risks to academic quality and academic integrity, identify systemic issues requiring action or escalation, and provide advice on the effectiveness of controls and improvement measures;

h. oversee the quality of course delivery, student experience and scholarship with educational partners, including external, collaborative and transnational delivery arrangements, 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 teaching, scholarship and research;

j. monitor the activities and outcomes of the Faculty Assessment Board and receive periodic assurance reporting regarding the responsibilities of the sub-committee;

k. provide oversight and monitor the activities and outcomes of the Faculty Quality and Success Sub-Committee and receive periodic assurance reporting regarding the responsibilities of the sub-committee;

l. provide oversight and monitor the activities and outcomes of the Faculty Courses and Units Sub-Committee and receive periodic assurance reporting regarding the responsibilities of the sub-committee;

m. provide oversight and monitor the activities and outcomes of the Faculty Research Sub-Committee and receive periodic assurance reporting regarding the responsibilities of the sub-committee;

n. advise the Executive Dean and Academic Board (and its sub-committees) on academic matters, research and research training activities of the Faculty arising from the relevant sub-committee;

o. maintain oversight of Course Advisory Group activities and effectiveness including a schedule of Course Advisory Group meetings; and

p. advise on other matters referred to the Faculty Board by Academic Board, Executive Dean and/or the Vice-Chancellor.

(8) The Faculty Board may establish any subcommittee to report to it, following the Faculty Board gaining the express approval for the establishment of the subcommittee from the Academic Board.

Membership

(9) Faculty Board shall comprise the following members:

a. Chair

b. Executive Dean;

c. Associate Dean Education;

d. Associate Dean Research;

e. Associate Dean Indigenous;

f. Associate Dean, Work Integrated Learning;

g. Associate Dean, Partnerships and International;

h. up to two Heads of School from the Faculty;

i. One Director from a Research Unit;

j. Faculty General Manager;

k. two elected Level A - C academic staff members of the Faculty;

l. two elected Level D or E academic staff of the Faculty;

m. one member who is elected from and by members of the professional staff of the Faculty;

n. one Student Representative Council representative for the Faculty elected in accordance with the Student Representative Council Procedure;

o. two undergraduate students endorsed by the Student Representative Council, who are enrolled in an undergraduate course of the Faculty;

p. one postgraduate students endorsed by the Student Representative Council, who are enrolled in a postgraduate course of the Faculty;

q. one student enrolled in an Online or Online+ course endorsed by the Student Representative Council,

r. one Higher Degree by Research student endorsed by the Student Representative Council, who is enrolled in a Higher Degree by Research course in the Faculty; and

s. other members as required in order to ensure that no one gender holds a majority of the Board's membership and that there is an appropriate balance between ex-offico/elected members.

(10) The position of Chair will be held by a Level D or E academic staff member of the Faculty, in accordance with Schedule 1 of this Charter.

(11) The Chair will serve a two-year term and may be reappointed for up to two additional terms.

(12) The Faculty Board will appoint a Deputy Chair from among its elected staff members. The Deputy Chair will hold office for the remainder of their term and may be reappointed if re-elected to the Board.

(13) The Deputy Chair will act as Chair during any absence, vacancy or inability of the Chair to perform their duties and will undertake any other responsibilities delegated by the Chair or the Board.

(14) If both the Chair and Deputy Chair are absent, unwilling or unable to perform the duties of the Chair at a meeting, the Executive Dean will preside at the meeting and exercise the procedural functions of the Chair for that meeting.

(15) The Faculty will provide a staff member to act as the Secretary for the Faculty Board.

(16) The Secretary will:

a. Support the Chair in the administration and orderly conduct of Faculty Board business;

b. Coordinate meeting documentation and maintain the Board's records; and

c. Perform the other responsibilities assigned to the Secretary under this Charter.

(17) Elected staff members will serve a two-year term.

(18) Other members appointed to the Faculty Board under 9(q) will be appointed for a one-year term, and may be reappointed.

(19) Student members appointed under 7(k- n) must maintain the ongoing endorsement of the Student Representative Council.

(20) All elected academic and professional staff members may be re-elected for up to two additional terms.

(21) Members appointed to achieve gender balance will be appointed for a one year-term and may be reappointed for up to two additional terms.

(22) The Faculty Board will maintain arrangements to support meaningful continuous student participation. These arrangements will include:

a. timely filling and monitoring of student vacancies;

b. induction and continuing support for student members;

c. regular opportunities for student members to report matters to the Faculty Board; and

(23) reasonable mechanisms for gathering student perspectives beyond the formal student membership.

Roles and Responsibilities of Members

(24) Members of the Faculty Board are expected to:

a. understand and observe the legal and governance requirements of the *University of Canberra Act 1989*, and the University Statutes, Rules, Policies and Academic Governance Framework.

b. act always in the best interests of the University;

c. exercise reasonable care and diligence, including preparing for meetings by reviewing agenda papers, actively participating in discussion, and contributing constructive challenge and informed advice;

d. avoid conflicts of interest and disclose any actual, potential or perceived conflict of interest in accordance with University Conflict of Interest Policy, and any other of the University's policies, procedures and guidelines;

e. not improperly use their position, or information obtained through their position, to gain an advantage for themselves or another person, or to cause detriment to the University or another person;

f. contribute to the Board's decision-making through active participation, exchange of ideas and provision of relevant expertise and insight;

g. communicate and share relevant information, decisions and outcomes, where appropriate, with the area, stakeholder group or constituency they represent; and

h. maintain currency of mandatory training (ex officio and elected staff members only);

i. The Chair is responsible for the effective and independent operation of the Faculty Board and will:

   i. lead the Faculty Board in discharging its responsibilities under this Charter;
   ii. promote a culture of open inquiry and debate;
   iii. ensure appropriate focus on strategic matters, assurance and risk;
   iv. ensure significant risks, unresolved concerns and assurance matters are reported to or escalated to Academic Board;
   v. support induction and continuing development of members;
   vi. support the participation of elected members; and
   vii. oversee the Board's annual effectiveness review and resulting improvement actions.

Reporting

(25) Faculty Board will submit the minutes of each meeting to the following meeting of the Academic Board and, where relevant, the Curriculum Committee.

(26) Unconfirmed minutes will be circulated to Faculty members following approval by the Chair.

(27) Faculty Board will submit an annual report to the Academic Board to the first meeting of Academic Board in the following year 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;

e. details of Course Advisory Group activities and effectiveness monitoring as set out in the Course Advisory Groups Procedure; and

f. key academic quality, standards, performance and risk matters considered by the Faculty Board and its subcommittees during the year, including significant findings, improvement outcomes, assurance conclusions, unresolved risks, systemic issues, and matters escalated or reported to Academic Board.

(28) The Academic Board may request additional reports on he business of the Faculty Board as it deems necessary.

(29) 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

(30) 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 must be circulated to members no less than five business days in advance of the meeting date.

(31) 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 (or its sub-committees), 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.

(32) The Faculty Board must have and maintain an Annual Workplan and an Action List.

(33) The Annual Workplan, including meeting dates and key agenda items, will be agreed by the Faculty Board each year.

(34) The Annual Workplan will cover all responsibilities detailed in this Charter and identify the timing of major assurance, risk, curriculum, assessment, research, Faculty Assessment Board, Course Advisory Group and other subcommittee reporting activities.

(35) In developing and implementing the Annual Workplan, the Chair will ensure that meeting agendas provide appropriate time for strategic academic discussion,

scrutiny and assurance, distinguish matters requiring deliberation or decision from those for noting or referral, manage agenda volume proportionately, and give appropriate priority to significant academic risks, unresolved actions and matters requiring escalation.

(36) Papers are to be submitted to the Faculty Board prior to the agenda close date.

(37) Papers may only be accepted after the agenda close date with the approval of the Chair.

Quorum and Attendance

(38) A quorum consists of a majority of people holding office as members of the Committee being present at the meeting.

(39) 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, including Heads of School, Heads of Discipline, Program Directors, Research Centre Directors or other staff to present or advise on matters relevant to their area; or

c. internal or external persons for the purpose of providing advice, consultation or specialist expertise relevant to matters before the Faculty Board; and

d. Other non-members on a case-by-case basis.

Approved leave of absence and Removal of members

(40) The Faculty Board may, by 2/3 majority vote, remove an elected or appointed member from the Board if:

a. the member fails to comply with a duty under clause 24 of this Charter. Or, in the case of the Chair, fails to comply with clauses 24(i) of this Charter.

b. the member fails to attend more than three Board meetings in a 12-month period without an approved leave of absence and notwithstanding the member has provided the Board with apologies.

(41) If a member fails to attend more than two consecutive meetings of the Board without an approved leave of absence, the Chair of the Board may offer an approved leave of absence to the member.

(42) If a member is approved for a leave of absence, and the member's absence from the Board exceeds the total period of time the Board had approved for the leave of absence, the member will lose their entitlement to return to their position on the Board, and the member's position will be taken to become vacant.

(43) A leave of absence may be approved:

a. by the Chair of the Board acting on behalf of the Board;

b. if the approved leave of absence relates to the Chair of the Board, by resolution of the Board.

(44) Ordinarily, a leave of absence will not extend beyond 12 months.

Observers

(45) The Chair may permit staff, students or other persons to attend a meeting of the Faculty Board as observers. Observers must not be present during any closed or confidential session, must comply with any directions of the Chair, and may not participate in discussion or decision-making unless invited by the Chair. Observers must not make audio, video or photographic recordings of a meeting without the prior approval of the Chair.

Elections

(46) The Faculty Board Secretary will conduct elections for elected staff members as follows:

a. nominations will be invited from eligible Faculty staff;

b. nominations will be open for a period of at least five working days;

c. candidates may provide a statement of up to 150 words in support of their nomination;

d. if nominations do not exceed the vacancies in each category, the nominees are elected by default;

e. if nominations exceed the vacancies in each category, professional and academic Faculty staff will vote by confidential electronic ballot open for at least three working days;

f. candidates receiving the highest number of votes in each category are elected;

g. any tied result will be decided by lot.

(47) The Secretary will notify candidates and Faculty staff of the outcome and retain an appropriate record of the process.

Induction

(48) The Chair will arrange an induction for Faculty Board members.

(49) With the support of the Chair and the Faculty Board Secretary, each member must complete induction before, or as soon as practicable after, commencing on the

Faculty Board. Induction should ensure members have sufficient understanding of and training in:

a. the University's academic governance framework;

b. the Faculty Board's purpose, authority, responsibility and relationship with Academic Board;

c. the distinction between governance and management functions;

d. applicable delegations and decision pathways;

e. academic quality, standards, risk and assurance responsibilities;

f. policy and procedure development and approval processes;

g. curriculum approval processes;

h. members duties, conflicts of interest and collective decision-making; and,

i. interpretation of academic performance and assurance information.

(50) The Chair will provide ongoing mentoring and support for student members of the Faculty Board.

Decisions

(51) 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.

(52) 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.

(53) 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.

(54) Once made, whether unanimously or by a majority, a decision shall be collective and communicated as a decision of the Committee.

Assessment and Review

(55) Faculty Board will assess its performance annually with respect to the Faculty Board's purpose, responsibilities, annual workplan, member participation and effectiveness in providing academic governance and assurance.

(56) The Academic Board will review the Faculty Board Charter on a biennial basis.

Definitions and Interpretations

(57) Terms used in this Charter have the same meaning as in the *University of Canberra Academic Board Rules 2026*.

Document control

Version	Date	Author	Rationale
0.1	07/12/2021	C Venning	Approved Charter
0.2	09/01/2024	Z Toole	Biannual review.
0.3	28/10/2026	R.Szabo	Biannual review

Schedule 1: Appointment of the Faculty Board Chair

1. Purpose

1. This Schedule establishes the process for appointing the Chair of a Faculty Board.
2. The appointment process must be:
    a. merit-based, transparent and procedurally fair;
    b. based on consistent assessment against published selection criteria;
    c. informed by the academic governance needs of the Faculty and the University; and
    d. conducted impartially, confidentially and with appropriate management of conflicts of interest.

2. Eligibility and Term

1. A person is eligible to apply if, at the closing date for expressions of interest, the person:
    a. is employed by the University as an academic staff member at Level D or E;
    b. is appointed within the relevant Faculty;
    c. has the capacity to serve for the term of appointment;
    d. is not disqualified from holding office under any applicable University legislation or governing instrument; and
    e. has completed any mandatory training required by the University.
2. An eligible person may apply for only one Faculty Board Chair position in the same appointment round.
3. The Chair is appointed for a term of two years and may be reappointed for up to two additional terms.

3. Application

1. The Academic Board Secretary, or another officer nominated by the Chair of Academic Board, will administer the appointment process.
2. A call for applications will be issued to eligible academic staff and will specify:
    a. the position, term and anticipated commencement date;
    b. the eligibility and selection criteria;
    c. the role and responsibilities of the Chair;

d. the application requirements and closing date;

e. the composition of the Appointment Panel; and

f. a contact for procedural enquiries.

3. Applications will ordinarily remain open for at least 10 working days and may be communicated through University email, the staff intranet or another appropriate University channel.

4. Eligibility will be verified before an application is provided to the Appointment Panel.

4. Appointment Panel

1. Applicants will be assessed by an Appointment Panel comprising:

    a. the Chair of Academic Board, as Panel Chair;

    b. the Executive Dean of the relevant Faculty; and

    c. an elected member of Academic Board from another Faculty, appointed by Academic Board.

2. A panel member must disclose any actual, potential or perceived conflict of interest before receiving applicant information.

3. A conflict must be managed in a manner that protects the impartiality and procedural fairness of the process. Management may include restricting access to information, withdrawal of the affected panel member or appointment of an alternate panel member. Disclosures and management decisions must be documented.

5. Assessment and Appointment

1. The Appointment Panel will assess all eligible applicants against the published selection criteria. Assessment may include:

    a. a curriculum vitae and written application;

    b. a structured interview;

    c. referee reports;

    d. a presentation or chairing exercise; and

    e. verification of information provided by the applicant.

2. The Panel should reach its decision by consensus. If consensus cannot be reached, the decision will be made by majority.

3. The Panel may:

    a. appoint a preferred applicant;

b. identify a preferred and reserve applicant;

c. undertake further assessment; or

d. determine that no appointment will be made and direct that applications be reopened or assessment be conducted again.

4. The Panel's decision and reasons must be documented.

5. Following the decision, the officer administering the process will:

    a. notify the successful applicant and obtain written acceptance;

    b. privately notify unsuccessful applicants; and

    c. advise Academic Board, the relevant Faculty Board and Faculty staff of the appointment.

6. An unsuccessful applicant may request feedback limited to their application and assessment against the selection criteria. Comparative or confidential information concerning another applicant must not be disclosed.

6. No suitable applicant, vacancy or temporary absence

1. If no eligible or suitable applicant is identified, the Appointment Panel may:

    a. reopen or repeat the application and assessment process;

    b. invite suitably qualified eligible staff to apply, subject to assessment against the published criteria; or

    c. appoint an eligible person as Acting Chair while a substantive appointment process is completed.

2. If the office becomes vacant or the Chair is unable to perform the role for an extended period, an Acting Chair may be appointed for the period reasonably necessary to complete a substantive appointment process or until the Chair resumes duty.

3. An Acting Chair has the authority and responsibilities of the Chair, subject to any limitations specified in the appointment.

7. Procedural Review

1. An applicant may request a procedural review on the grounds that:

    a. this Schedule was not followed in a material respect;

    b. an actual, potential or perceived conflict of interest was not appropriately managed; or

    c. the applicant was denied procedural fairness.

2. A request must be submitted in writing to the Academic Board Secretary within 10 working days after the applicant is notified of the outcome and must identify the grounds of the procedural review and supporting information.
3. A procedural review is not a reconsideration of the comparative merits of applicants.
4. The procedural review must be conducted by a person who was not involved in the assessment or appointment process and who has appropriate governance or procedural expertise and no relevant conflict of interest.
5. The reviewer may recommend that no further action be taken, that a procedural step be repeated, that the matter be returned to the Appointment Panel or that a new appointment process be conducted.

8. Confidentiality and Records

1. Application materials, referee reports, assessment records and Panel deliberations are confidential and may be used only for the appointment process, an authorised procedural review or an authorised records-management purpose.
2. Records must be managed in accordance with the University's privacy, records and information governance requirements.