

Table 3 - Academic Senate & Committees, Board and Panels

Area	Delegated Responsibility	Reporting Procedure/Requirement
<p>1. General</p>	<p>Academic Senate's role includes:</p> <ul style="list-style-type: none"> ➤ providing advice to Council and the Vice-Chancellor on policies (including ordinances and rules) relating to academic matters such as general entry requirements, admissions, enrolments, academic assessment, student progress, discipline, academic standards, prizes and scholarships ➤ providing advice as to the longer term implications for academic activities of plans for the allocation of resources to faculties and academic services ➤ providing advice on processes to assist the university's academic staff in achieving and maintaining excellence in all areas of academic activity ➤ commenting on reports received from the Vice-Chancellor relating to management actions of significance to the academic community ➤ providing advice to Council as requested, on any matter affecting the academic wellbeing of the university ➤ monitoring and receiving reports from the Pro Vice-Chancellors, the Deans of Faculty and the Heads of School on policy implementation, academic standards and academic performance ➤ providing the primary collegial forum for discussion, debate and recommendations on academic matters ➤ maintaining an environment that supports intellectual freedom and academic integrity. <p>The functions delegated are –</p> <ul style="list-style-type: none"> ➤ Approval of proposals from faculties and schools relating to awards, including: course duration, content and structure; entry requirements; methods of delivery and assessment; names and abbreviations of units and courses ➤ Determination of the qualifications to be required of candidates before they may be admitted to degrees and other awards ➤ Power to make rules relating to prizes, scholarships, bursaries ➤ Power to make rules of awards and rules relating to admission, academic assessment and student progress ➤ Power to make rules relating to graduate research and supervision. 	<p>Academic Senate is to report to Council once a year on the exercise of delegations under Ordinance 13 (Academic Senate).</p>
Senate Committees, Boards and Panels		
Group	Roles and Responsibilities	Reporting Requirement
<p>Admissions Policy Committee</p>	<p>To advise the Academic Senate on:</p> <ul style="list-style-type: none"> ➤ University entry and admission policy matters ➤ establishment of proposals to amend admission criteria for all University award courses ➤ Ordinances and rules relating to University admission ➤ secondary school issues of significance to University entry, including consultation with the Tasmanian Secondary Assessment Board and other relevant bodies. 	<p>Unless otherwise stated, all Committees, Panels and Boards report to Academic Senate on their activities.</p>
<p>Discipline Panel</p>	<p>To establish, as required, an academic misconduct committee to deal with an allegation of academic misconduct and to impose penalties. The Committee consists of the Chair, an Academic Senate staff member and a student member selected from the Discipline Panel.</p>	

Discipline Appeals Committee	To hear appeals under the provisions of Ordinance 9 - Student Discipline.	
Student Complaints Panel	To establish, as required, a Student Complaints Tribunal to consider and determine specific complaints brought by students under Part 3 of Ordinance 8 – Student Complaints. The Committee consists of three members of the Student Complaints Panel including a student and, in the case of a review of an administrative decision, one senior member of the administrative staff.	
Standing Academic Committee	<p>The terms of reference of the Standing Academic Committee are to:</p> <ul style="list-style-type: none"> ➤ provide advice to the Chair and the Academic Senate ➤ assist with the management of the Academic Senate Agenda ➤ initiate position papers on major academic issues ➤ consider reports and provide advice to the Academic Senate ➤ make decisions on behalf of Academic Senate ➤ advise Academic Senate of all action taken by the Committee. <p>The Chair of Academic Senate may refer to the Standing Academic Committee:</p> <ul style="list-style-type: none"> ➤ any urgent matter to be reviewed ➤ in exceptional circumstances, any decisions to be made outside the normal Academic Senate cycle. 	Chair to report to the next meeting of Academic Senate any matters that have been decided.
Complaints Appeals Panel	To establish, as required, an Appeals Committee to consider and determine specified complaints brought by students under Ordinance 8 – Student Complaints.	
Teaching and Learning Committee	<p>The Teaching and Learning Committee reports to the Vice-Chancellor and the Academic Senate with the following terms of reference to:</p> <ul style="list-style-type: none"> ➤ address matters relating to teaching and learning development, management and policy within the University and to make appropriate recommendations to the Vice-Chancellor ➤ advise the Vice-Chancellor on the preparation, revision and implementation of the University Teaching Development Plan ➤ recommend the allocation of Teaching Development Grants, Teaching Excellence Awards and Teaching Merit Certificates through expert sub-committees ➤ advise on strategies for rewarding and supporting innovative teaching ➤ assist in the promotion of teaching and learning activities including external collaborative activities with other higher educational institutions, industry and government ➤ assist in the promotion of and provision of advice on innovative teaching, alternative delivery methods, self-directed learning and the use of technology in teaching and learning ➤ monitor quality assurance activities and outcomes in the faculties in relation to faculty plans and objectives ➤ develop University terms of reference and guidelines to ensure regular and comprehensive course and school reviews to be conducted by the faculties ➤ audit the conduct and outcomes of reviews of courses and schools including teaching and learning, assessment and graduate outcomes monitor the development of courses and units in the University to avoid proliferation and to facilitate cross-faculty interactions including service teaching arrangements. 	Reports to the Vice-Chancellor and Academic Senate on its activities.
Board Of Graduate Research	<p>The functions of the Board are to:</p> <ul style="list-style-type: none"> ➤ administer the candidature and examination for awards under the rules 	Reports to Council and Academic Senate on the exercise of its functions and provides advice to the Pro Vice-Chancellor

	<ul style="list-style-type: none"> ➤ make recommendations to Academic Senate about the award of degrees under the rules ➤ monitor the observance of any code of conduct applying to the supervision of candidates ➤ monitor the quality of supervision of candidates To allocate research scholarships ➤ provide advice to the Pro Vice-Chancellor (Research) on matters relating to graduate studies by research. 	(Research) on matters relating to graduate studies by research.
Research College Board	Responsible for the development of research policy and management advice to the Pro-Vice-Chancellor (Research).	Provides advice to Pro Vice-Chancellor (Research)
Board Of Graduate Research Complaints Panel	To establish, as required, a Graduate Research Complaints Committee to consider and determine specific complaints brought by students under Part 3 of Ordinance 8 – Student Complaints.	
Panel For Appointment Of Level D And E Academics	To provide selection panels for the appointment of level D and E academics	