

## **ORDINANCE NO. 13**

### **ACADEMIC SENATE**

**The Council of the University of Tasmania makes this ordinance under the University of Tasmania Act 1992.**

#### **PART 1 - INTRODUCTION**

##### **1. Commencement and revocation**

- 1.1 This ordinance takes effect on 20 August 2005.
- 1.2 Ordinance 59 (Academic Senate) is revoked, together with any amendments to it.

##### **2. Reconstitution of Academic Senate**

- 2.1 The Academic Senate continues in existence as set out in this ordinance.

##### **3. Role of Academic Senate**

- 3.1 Under the University of Tasmania Act 1992 the role of Academic Senate is to advise Council on academic matters within the University.
- 3.2 Academic Senate's role includes –
  - 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

*Made by Council 19 August 2005*

*Replaces Ordinance 59, made by Council on 8 September 2001*

*Amended by Ordinance 121 (2 June 2006), Ordinance 127 (15 December 2006), Ordinance 136 (6 June 2008) and Resolution no. 08/2/27 (11 April 2008)*

- 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.

**3.3** Academic Senate's role also includes the exercise of delegations from Council as set out in clause 4.

## **4 Council delegations to Academic Senate**

**4.1** Council delegates additional functions to Academic Senate, to be exercised in accordance with the principles, plans and policies approved by Council.

**4.2** The functions delegated are –

- 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.

**4.3** Academic Senate is to report to Council once a year on the exercise of delegations under this ordinance.

## **5 Membership**

**5.1** The members of Academic Senate are -

- (a) the Chair and Deputy Chair elected under clause 7
- (b) the Vice-Chancellor

- (c) the Deputy Vice-Chancellor (Academic) & Provost and the Principal, Australian Maritime College
- (d) the Pro Vice-Chancellors
- (e) the Executive Directors
- (f) the Deans of faculties
- (g) the heads of schools (including the Director of Riawunna) and the Directors of the National Centres of the AMC
- (h) the heads of the institutes listed in Schedule 2
- (i) the Associate Deans (Teaching and Learning) and the Chair of the AMC Teaching & Learning Committee
- (j) the Dean of Graduate Research
- (k) the University Librarian
- (l) the Academic Registrar
- (m) the president, the postgraduate president and a nominee of the vice-presidents of the Tasmania University Union Inc.
- (n) 20 elected professorial members of academic staff, of whom not more than 16 are male
- (o) 20 elected non-professorial members of academic staff, of whom –
  - 10 are female and 10 are male
  - at least 6 are employed as Lecturer, Associate Lecturer, Junior Research Fellow, Postdoctoral Research Fellow or Research Fellow
- (p) Chair of the AMC Board of Studies.

**5.2** An act or proceeding of the Academic Senate is not invalidated by any vacancy in its membership.

**5.3** Elected members are elected in accordance with Schedule 1.

## **6 Secretary**

**6.1** The Chair in consultation with the Vice-Chancellor is to appoint the secretary to the Academic Senate.

## **7 Chair and Deputy Chair**

**7.1** There are to be a Chair and a Deputy Chair of the Academic Senate

**7.2** The Chair is to be elected by the members of the Academic Senate, and must hold the rank of professor in the university to be eligible for election.

- 7.3** The Deputy Chair is to be elected by and from the members of the Academic Senate, and must hold the rank of professor in the university to be eligible for election.
- 7.4** -
- 7.5** The Chair and Deputy Chair hold office, subject to this ordinance, for 2 years from 1 January in the year following their election.
- 7.6** The office of Chair or Deputy Chair becomes vacant if the holder of the office –
- (a) ceases to be a professor of the university; or
  - (b) resigns in writing to the secretary.
- 7.7** A person is not eligible to hold the office of Chair at the same time that they hold any of the offices listed in clause 5.1 paragraphs (c) – (l).

## **8 Casual vacancies - Chair and Deputy Chair**

- 8.1** The Academic Senate may, by election by its members, fill any casual vacancy in the office of Chair.
- 8.3** The Academic Senate may, by election by and from its members, fill any casual vacancy in the office of Deputy Chair.
- 8.3** A person elected under subclause **8.1** or **8.2** holds office for the remainder of the term of the former Chair or Deputy Chair, as appropriate.

## **9 Meetings**

- 9.1** The Chair is to chair any meetings of Academic Senate at which the Chair is present.
- 9.2** The Deputy Chair is to chair any meetings of Academic Senate at which the Chair is not present.
- 9.3** The members present at a meeting of Academic Senate at which neither the Chair nor the Deputy Chair is present are to elect one of the members present to chair the meeting.

## **10 Meeting procedures**

*Made by Council 19 August 2005*

*Replaces Ordinance 59, made by Council on 8 September 2001*

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- 10.1** The quorum for a meeting of Academic Senate is 25 members.
- 10.2** Subject to this ordinance, Academic Senate may determine its own procedure, including the frequency and venue of meetings and the procedure to be adopted at meetings.

## **11 Standing Academic Committee**

- 11.1** Academic Senate may appoint a Standing Academic Committee.
- 11.2** The membership of the Standing Academic Committee is –
- Chair of Academic Senate
  - Deputy Chair of Academic Senate
  - Nominee of Vice-Chancellor from ex officio Academic Senate members
  - One Dean, elected by Academic Senate
  - One Associate Dean Teaching and Learning, elected by Academic Senate
  - Chair of the AMC Teaching & Learning Committee
  - One elected professorial member, elected by Academic Senate
  - One elected non-professorial member, elected by Academic Senate
  - One elected student president, elected by Academic Senate
  - One elected Head of School or head of an institute listed in Schedule 2.
- 11.3** The terms of reference of the Standing Academic Committee are –
- to provide advice to the Chair and the Academic Senate
  - to assist with the management of the Academic Senate Agenda
  - to initiate position papers on major academic issues
  - to consider reports and provide advice to the Academic Senate
  - to make decisions on behalf of Academic Senate
  - to advise Academic Senate of all action taken by the Committee.
- 11.4** The Chair may refer to the Standing Academic Committee:
- 11.4.1** any urgent matter to be reviewed; and
- 11.4.2** in exceptional circumstances, any decision to be made outside the normal Academic Senate meeting cycle.
- 11.5** A meeting of the Standing Academic Committee is to deal only with those items of business that the meeting was convened to consider.

- 11.6 The Chair must report to the next meeting of Academic Senate any matters that have been decided by the Standing Academic Committee.
- 11.7 Members of the Standing Academic Committee hold office for one year.
- 11.8 Academic Senate is to appoint a new Standing Academic Committee by the last meeting of each year.
- 11.9 The quorum for a meeting of the Standing Academic Committee is 6 members.

## 12 Resolutions by circulation

- 12.1 If a majority of members who are eligible to vote on a resolution have signed a document containing the statement that they are in favour of the resolution in the terms set out in the document, then a resolution in those terms must be taken to have been passed at a meeting of Academic Senate held on the day on which the last of the members making up the majority signed the document.
- 12.2 A document for this purpose may consist of several documents in the same form, each signed by one or more of the members.
- 12.3 A document may be in the form of facsimile transmission or electronic mail.
- 12.4 If circulation under this clause results in a tied vote, or if (in the opinion of the Chair) a member of Academic Senate raises a significant concern about the matter being circulated, the Chair will refer the matter to the Standing Academic Reference Group.
- 12.5 The Chair will report the result of the resolution by circulation to the next meeting of Academic Senate.

## 13 Committees

- 13.1 Academic Senate may establish any committees that it decides to be appropriate.
- 13.2 In establishing a committee, Academic Senate is to specify the terms of reference and membership structure of the committee and include that information in a schedule to its meeting procedures.

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## **14 Transitional provisions**

- 14.1 On 20 August 2005, the Executive Director Planning and Development and the Director of the Graduate School become members of Academic Senate.
- 14.2 The elected members of Academic Senate holding office immediately before this ordinance is made continue to hold office, subject to this ordinance, for the remainder of their term.
- 14.3 The other members of Academic Senate in office on 20 August 2005, including the Chair and Deputy Chair, continue in office despite the revocation of Ordinance 59, on the same terms and conditions.
- 14.4 The members of Academic Senate committees holding office immediately before this ordinance is made continue to hold office, subject to this ordinance, for the remainder of their term.

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## **Excerpt from Ordinance 127 - Academic Senate (Elections) Amendment Ordinance**

### **3 Transitional provision**

- 3.1 Ordinance 13 applies as amended by this ordinance to the election for non-professorial members of academic staff to be held following the call for nominations in November 2006, so that 2 ballots (1 for females and 1 for males) will be conducted on the nominations received.
- 3.2 For future elections nominations for the 2 categories will be called for separately.
- 3.3 In making these changes it is recognised that more changes to the membership will be required to enable the conducting of separate ballots for staff members below specified levels, as set out in clause 5.1(o) of Ordinance 13, but that these changes will be made after full consideration by Academic Senate.

- 3.4** The elected non-professorial members of academic staff holding office as members of Academic Senate on 14 December 2006 continue in office despite the amendment of Ordinance 13 by this ordinance, subject to Ordinance 13, for the remainder of their term.

## **Schedule 1 – Elected Members of Academic Senate**

### **S1. Term of office and staggered expiry**

Elected members hold office, subject to this ordinance, for either 1 year or 2 years from the 1 January immediately following the election.

Half the elected professors and (after the elections for non-professorial members to take office on 1 January 2006) half of the elected non-professorial members will hold office for 1 year, and half for 2 years, to provide for staggered expiry of terms.

Members nominated by the Chair hold office, subject to this ordinance, for either 1 year or 2 years (as approved by Academic Senate when the nomination is approved) from 1 January immediately before the meeting at which their nomination is approved.

### **S2. Electorates**

Elected professorial members are to be elected by the professors of the University.

Elected non-professorial members are to be elected by the full-time and fractional members of academic staff.

### **S3. Casual vacancies**

An elected academic staff member goes out of office –

- (a) when they cease to be eligible for election in the relevant category under clause 5.1
- (b) when they resign in writing to the secretary
- (c) when they become the Vice-Chancellor, a Deputy Vice-Chancellor, a Pro Vice-Chancellor, a Dean, a professor (in the case of a member elected as a non-professorial member), an Associate Dean (Teaching and Learning), a head of school or the head of an institute listed in Schedule 2.

### **S4. Filling Casual Vacancies**

In the event that a casual vacancy occurs at least two scheduled Academic Senate meetings before the next scheduled election for Academic Senate positions, the casual vacancy is to be filled by election. The new member holds office for the remainder of the term of the former member, subject to this ordinance.

## **Schedule 2 – Institutes**

### **S1. Institutes**

The institutes whose directors are members of Academic Senate under clause 5.1(h) are –

- Centre for Ore Deposit Research (CODES)
- Institute for Antarctic and Southern Ocean Studies (IASOS)
- Menzies Research Institute
- Tasmanian Aquaculture and Fisheries Institute (TAFI)
- Tasmanian Institute of Agricultural Research (TIAR)

**Made by Council on 19 August 2005.**

**Sealed with the seal of the University of Tasmania on 4 October 2005.**

Professor Daryl Le Grew  
**Vice-Chancellor**

Ms Belinda Webster  
**Director, Governance & Legal**