

**ORDINANCE NO. 99**  
**ACADEMIC STRUCTURE**

**Index**

**PART 1 - INTRODUCTION ..... 2**  
    Commencement and revocation..... 2  
    Definitions..... 2  
**PART 2 - FACULTIES..... 3**  
    Establishment of Faculties ..... 3  
    Deans..... 3  
    Executive committees ..... 4  
    Associate Deans ..... 4  
    Teaching and Learning Committees ..... 5  
    Faculty meetings ..... 6  
    Faculty subcommittees..... 6  
**PART 3 - SCHOOLS ..... 7**  
    Establishment of Schools ..... 7  
    Heads of School ..... 7  
    Disciplines..... 8  
**PART 4 - RULES ..... 8**  
    Rule-making power..... 8  
**PART 5 - TRANSITIONAL PROVISIONS..... 8**  
    Heads of Degree Boards ..... 8  
    Rules of awards..... 8  
**SCHEDULE (clause 3.1.1) ..... 10**  
    ASSIGNMENT OF SCHOOLS TO FACULTIES..... 10

## ORDINANCE NO. 99

### ACADEMIC STRUCTURE

**The Council of the University of Tasmania makes the following Ordinance under the University of Tasmania Act 1992.**

#### PART 1 - INTRODUCTION

##### Commencement and revocation

1.1 This Ordinance takes effect on 1 January 2003.

1.2 These Ordinances are revoked –

- Ordinance 57 (Academic Structure)
- Ordinances 62, 64, 73, and 86 (which amended Ordinance 57)

##### Definitions

1.3 In this ordinance:

“**Discipline**” means field of academic study.

“**Faculty**” means a faculty set up under this ordinance or an ordinance revoked by this ordinance.

“**Rules**” means rules made under this ordinance or an ordinance revoked by this ordinance.

“**School**” means a school set up under this ordinance or an ordinance revoked by this ordinance.

“**Single School Faculty**” means a faculty set up under this ordinance, or an ordinance revoked by this ordinance, that has only one School.

“**Student Representative Network**” or “**SRN**” means the network of student representatives established and maintained by the affiliated student associations, for the purpose of providing student input to Schools and School committees.

## **PART 2 - FACULTIES**

### **Establishment of Faculties**

- 2.1** The University has these Faculties –
- Arts
  - Business
  - Law
  - Education
  - Health Science
  - Science, Engineering and Technology
- 2.2** Each Faculty has a School or Schools assigned to it as set out in the schedule.
- 2.3** Each Faculty is responsible for the awards assigned to it by Council.

### **Deans**

- 2.4** There is to be a Dean of each Faculty, who is charged with encouraging and facilitating teaching, scholarship and research in the Schools assigned to the Faculty, and who represents the Faculty on University committees and in the community.
- 2.5** In the case of a Single School Faculty, Council may determine that the Dean will also be the Head of School.
- 2.6** The Dean is responsible -
- (a) to the Vice-Chancellor for the administration of courses within the Faculty leading to the degrees, diplomas and certificates assigned to the Faculty by the Council, and of any other studies that Council determines; and
  - (b) to Academic Senate for the monitoring of those courses and studies and for teaching and assessment in them, including:
    - course duration, content and structure
    - entry requirements
    - academic assessment.
- 2.7** The administration of courses and studies includes:
- planning of teaching and research
  - the allocation of resources
  - financial and personnel administration

- 2.8** The Dean is to be appointed by Council on the advice of the Vice-Chancellor on terms and conditions determined by Council, and may resign by notice in writing to the Vice-Chancellor.
- 2.9** The Vice-Chancellor may appoint a person to act as Dean in the absence or incapacity of the Dean.

### **Executive committees**

- 2.10** Each Faculty is to have an executive committee, consisting of the Dean, the Associate Dean (Teaching and Learning), the heads of schools in the Faculty, one member elected by and from the academic staff of the Faculty, and any other members that are approved by Council. The executive committee for a Single School Faculty will comprise at least 4 people with the Dean, the Associate Dean, the Head of School (if the Dean is not also the Head of School), the Deputy Head of School, one member elected by and from the academic staff of the Faculty, and any other members approved by the Dean.
- 2.11** The function of the executive committee is to assist the Dean in the performance of the functions and responsibilities of Dean set out in clause **2.6**.
- 2.12** The Dean is the chair of the executive committee.
- 2.13** The Dean must convene regular meetings to consult with the executive committee. In particular, the Dean must consult regularly with the executive committee on:
- the quality assurance of teaching and learning and the maintenance of teaching and research standards
  - the planning of teaching and research
  - the allocation of teaching, examining and administrative duties, including arrangements for leave
  - the deployment of resources within the Faculty.

### **Associate Deans**

- 2.14** There is to be an Associate Dean (Teaching and Learning) of each Faculty, who is charged with assisting the Dean with the teaching and learning functions of the Faculty, including providing leadership and coordinating quality assurance in teaching and learning and supporting teaching and learning initiatives, and who (as requested by the Dean) represents the Faculty on relevant University committees.
- 2.15** The Associate Dean (Teaching and Learning) is responsible to the Dean for -
- (a) providing leadership in teaching and learning across the faculty;

- (b) monitoring quality, planning improvements and reviewing outcomes in courses and teaching across the Faculty;
- (c) initiating and supporting teaching and learning developments within the Faculty;
- (d) chairing the Faculty Teaching and Learning Committee
- (e) other tasks delegated by the Dean, which may include chairing other relevant Faculty committees (eg assessment committee; student progress committee) and co-ordinating the role of student advisers.

**2.16** The Vice-Chancellor is to appoint the Associate Dean in accordance with the Associate Dean appointment policy, and is to report any such appointment to Council.<sup>1</sup>

**2.17** The Dean may appoint a person to act as Associate Dean in the absence or incapacity of the Associate Dean, and is to report any such appointment to the Vice-Chancellor.

### **Teaching and Learning Committees**

**2.18** Each Faculty is to have a teaching and learning committee.

**2.19** The function of the teaching and learning committee is to provide advice to the Associate Dean on -

- proposals for new courses and amendments to existing courses
- entry requirements
- academic assessment
- teaching and learning issues -

within the Faculty.

**2.20** The Faculty Executive will determine membership of the Faculty teaching and learning committee. Membership will be representative of the programs, disciplines and schools within the Faculty, and will include at least 1 student representative elected or appointed by and from the SRN representatives in the Faculty (at the time and in the manner that the Faculty determines).

**2.21** The Associate Dean (Teaching and Learning) is the chair of the teaching and learning committee.

**2.22** Each teaching and learning committee will report annually to the first meeting of Academic Senate, on matters including its membership.

---

<sup>1</sup> Council approved the Associate Dean Appointments Policy on 15 November 2002. It is attached to this ordinance.

## **Faculty meetings**

- 2.23** Each Faculty is to have faculty meetings, chaired by the Dean.
- 2.24** The functions of a faculty meeting are -
- to provide a mechanism for collegial discussion and consultation within the Faculty
  - to receive and comment on reports by the Dean under clause **2.26**.
  - to provide advice to the Dean on any matter affecting the Faculty
  - to receive reports from the Faculty Teaching and Learning Committee and to comment on proposals for new courses and for significant amendments to existing courses.
- 2.25** The faculty meeting consists of –
- the Dean, all academic staff in the Faculty and representatives of the Faculty’s general staff (elected at the time and in the manner determined by the Dean)
  - all student members of committees within the Faculty.
- 2.26** The Dean must make sure that there is a faculty meeting at least 4 times in every academic year, and must report to each meeting on the operations of the Faculty and any management actions of significance to the Faculty.
- 2.27** The Dean must make sure that the agenda is available to staff before the meeting and that staff have an opportunity to place items on the agenda. The quorum for a faculty meeting is any number or proportion of its members that Academic Senate determines from time to time on the advice of the Dean.
- 2.28** The Dean must convene a special meeting of the faculty forum within 14 days after receiving a request from at least 10% of the staff (other than casual staff) within the Faculty. A special meeting does not count as one of the meetings required under clause **2.26**.
- 2.29** A faculty meeting may request the Dean to convey its views to Academic Senate.

## **Faculty subcommittees**

- 2.30** Each Faculty Executive may establish any committees to take responsibility for the specific tasks, eg student assessment and academic progress, that the Faculty Executive determines from time to time.

## **PART 3 - SCHOOLS**

### **Establishment of Schools**

- 3.1** The Schools are constituted and assigned to Faculties as set out in the schedule.
- 3.2** The disciplines are to be assigned to the Schools as determined by Council.

### **Heads of School**

- 3.3** There is to be a Head of each School, who is charged with encouraging and facilitating teaching, scholarship and research in the disciplines allocated to the School, and who represents the School on University committees and in the community. The Head is to be appointed in accordance with the Head of School Appointments Policy.
- 3.4** The Head is responsible to the Dean:
- (a) for the administration of units within the School leading to the degrees, diplomas and certificates assigned to the School by the Dean, and of any other studies that the Dean determines; and
  - (b) for the monitoring of those units and studies, and for teaching and assessment in them, including:
    - unit duration, content and structure
    - entry requirements
    - academic assessment.
- 3.5** The administration of units and studies includes:
- planning of teaching and research
  - the allocation of resources
  - financial and personnel administration
- 3.6** The Head must convene regular meetings to consult with staff and students of the School. In particular, the Head must consult regularly with the full-time and fractional members of academic staff of the School on:
- the maintenance of teaching and research standards
  - the planning of teaching and research
  - the allocation of teaching, examining and administrative duties, including arrangements for leave
  - the deployment of resources within the School.
- 3.7** In consulting with students of the School the Head must involve members of the Student Representative Network elected or appointed through the relevant student association.

- 3.8** The Head must also consider the members of the SRN for appointment to School committees as appropriate.

### **Disciplines**

- 3.9** There is to be a head of each academic discipline, appointed by the Dean, who represents the academic requirements of the discipline to the Head of School.
- 3.10** The head of academic discipline appointed by the Dean pursuant to clause **3.9** is to be appointed in accordance with the Rules of Heads of Academic Discipline.

## **PART 4 - RULES**

### **Rule-making power**

- 4.1** Council may make rules for or in relation to anything that it decides to be necessary or convenient for the purpose of implementing and maintaining the structure established by this ordinance.
- 4.2** Without limiting clause **4.1**, Council may make rules for or in relation to -
- (a) the procedures for the appointment of heads of schools; and
  - (b) awards of the university; and
  - (c) academic assessment.

## **PART 5 - TRANSITIONAL PROVISIONS**

### **Heads of Degree Boards**

- 5.1** The people holding office as at 15 November 2002 as chairs or members of degree boards go out of office on 31 December 2002.

### **Rules of awards**

- 5.2** Rule 98 (Rules of Awards) continues in operation despite the revocation of Ordinance 57 (under which Rule 98 is made), and may be amended or revoked as if it had been made under this ordinance.
- 5.3** Other ordinances, rules and policies that are in operation on 31 December 2002 and that are not specifically revoked by this ordinance continue in operation

*Made by Council on 15 November 2002  
Revokes Ordinances 57, 62, 64, 73 and 86  
Amended by Ordinance 103, 105, 113, 115 and 125*

despite this ordinance, and must be taken to be amended from 1 January 2003 to the extent necessary for them to continue in operation under this ordinance. In particular –

- any reference to a degree board must be read as a reference to a teaching and learning committee
- any reference to the chair of a degree board must be read as a reference to the appropriate Associate Dean (Teaching and Learning).

**SCHEDULE****(clause 3.1.1)****ASSIGNMENT OF SCHOOLS TO FACULTIES**

<b>Faculty</b>	<b>Schools</b>
<b>Arts</b>	Art (Hobart) Visual and Performing Arts (Launceston)* Asian Languages and Studies Conservatorium of Music English, Journalism and European Languages Government History and Classics Philosophy School of Sociology and Social Work
<b>Business</b>	Accounting and Corporate Governance Economics and Finance Information Systems Management
<b>Law</b>	Law
<b>Education</b>	Education
<b>Health Science</b>	Human Life Sciences Medicine Nursing and Midwifery Pharmacy
<b>Science, Engineering and Technology</b>	Agricultural Science Aquaculture Architecture and Design Chemistry Computing Earth Sciences Engineering Geography and Environmental Studies Mathematics and Physics Plant Science Psychology Zoology

**Made by Council on 15 November 2002.**

**Sealed with the seal of the University of Tasmania on 25 November 2002.**

Professor Rudi Lidl  
**Acting Vice-Chancellor**

Mr Tony Ferrall  
**Executive Director Finance and Administration**

## **ASSOCIATE DEANS (TEACHING AND LEARNING) APPOINTMENT POLICY**

### **1. Appointments of Associate Deans (Teaching and Learning)**

- 1.1** Associate Deans (Teaching and Learning) shall be appointed by the Vice-Chancellor.
- 1.2** An appointment as Associate Dean (Teaching and Learning) should normally be for a period expiring on 31 December in the third year of the term of appointment but may be for shorter periods.

### **2. Selection Process**

- 2.1** Deans shall have responsibility for identifying appropriate individuals for appointment as Associate Dean (Teaching and Learning). Deans shall undertake a consultative process involving the academic and general staff of the faculty, for the purpose of identifying appropriate individuals having regard to the following criteria:
  - Academic and strategic leadership.
  - Demonstrated commitment to quality teaching and learning.
  - An understanding of University and Faculty policies and procedures related to teaching and learning.
  - People management skills.
  - Academic credibility, especially arising from quality teaching.
  - Interpersonal skills, including common sense, fairness, honesty and openness.
- 2.2** It is essential that the selected Associate Dean (Teaching and Learning) has the confidence of his/her colleagues. To ensure this, the academic staff of the faculty must have had a reasonable opportunity to comment on a proposed nominee.
- 2.3** The Vice-Chancellor shall make an appointment following a recommendation by the Dean that includes details of the consultative process undertaken within the faculty, and shall report the appointment to Council.

### **3. Associate Dean (Teaching and Learning) Responsibilities**

- 3.1** The responsibilities of Associate Deans (Teaching and Learning) are as outlined in clause 2.15 of Ordinance 99 – Academic Structure.
- 3.2** An annual review process will be established between the Associate Dean (Teaching and Learning) and the Dean, involving provision of feedback to the Associate Dean (Teaching and Learning) in relation to the exercise of their responsibilities.

**Made by Council on 15 November 2002.**