This booklet has been prepared for the information of members of the Academic Senate and others interested in its terms of reference, standing orders, committees and membership.
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WELCOME FROM THE CHAIR

Welcome to the Academic Senate of the University of Tasmania.

As the principal academic body of the University, Academic Senate has a broad role in academic decision making and providing advice on academic matters. Under the Ordinance of Academic Senate, it is responsible for providing advice to Council and the Vice-Chancellor on policies relating to academic matters. Academic Senate also monitors and receives reports on policy implementation, academic standards and academic performance. Finally, Academic Senate provides the primary collegial forum for discussion, debate and recommendations on academic matters in addition to its role in maintaining intellectual freedom, academic integrity and the general academic wellbeing of the University and its members.

The membership of Academic Senate is representative of the University’s academic community and comprises members of the University Executive Team, Heads of Academic Units, the Pro Vice-Chancellor (Aboriginal Leadership), Chairs of Academic Senate Committees, Student Representatives (the President, Postgraduate President, Campus President North and an International Students Officer of the Tasmania University Union). 22 elected members of academic staff, including an elected Research Fellow. The Pro Vice-Chancellors, Culture and Wellbeing, International, Launceston, Cradle Coast, and Southern Transformation, the University Librarian and the Director, Academic Quality and Standards are observers with speaking rights.

As a whole of institution governance body, members of Academic Senate are encouraged to represent and consider the interests of the University as a whole when undertaking their role in the oversight and monitoring of academic policies, standards and quality assurance of teaching and learning and research in the University.

In my role as Chair of Academic Senate, I am also ‘an ex-officio’ member of Council and a number of its Committees, thus representing Senate and University colleagues on all major decision-making committees.

As Chair I am keen to work with University colleagues (whether members of Senate or not) including student representatives to enable Academic Senate to assume a strong University academic planning and priority-setting role. I am committed to regular whole-of-University soundings on academic standards and wellbeing issues and would welcome the input, suggestions and comments of colleagues. This may be through annual Academic Senate presentations or by contacting me directly.

Please feel free to contact me regarding any academic matters.

Regards,

Professor Natalie Brown
Chair
Academic Senate
UNIVERSITY OF TASMANIA GOVERNANCE STRUCTURE

The governing body of the University of Tasmania is the University Council, which is established by the *University of Tasmania Act 1992*.

The Council is chaired by the Chancellor, who is appointed by the members. The current Chancellor is the Hon. Michael Field AC and the current Deputy Chancellor is Mr Harvey Gibson.

Council has ultimate responsibility for the strategic directions of the University, its operations and any decisions relating to these, including policy and planning and making University legislation. It is advised by its committees, its working parties, and (in relation to academic matters) the Academic Senate.

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### UNIVERSITY COUNCIL

- Audit & Risk Committee
- Built Environment & Infrastructure Committee
- Ceremonial & Honorary Degrees Committee
- Finance Committee
- Remuneration and Nominations Committee
- University Foundation Committee

### ACADEMIC SENATE

*Committees*
- Student Experience Committee
- University Course & Unit Proposals Committee
- University Learning & Teaching Committee
- University Research Committee
- University Admissions Committee

*Ad hoc Committees:*
- Nominations Committee
- Standing Academic Committee

*Panels*
- Complaints & Complaints Appeals Panels
- University Appeals Panel

### VICE-CHANCELLOR

- University Executive Team
- University Strategic Forum
- University Leaders Network
Delegations of Authority

The *University of Tasmania Act 1992* (the Act) defines the Council as the governing authority of the University. The Act gives the Council ultimate responsibility for the strategic directions of the University, its operations and any decisions relating to these.

While it sets and monitors the broad budget and planning framework, the Council does not directly involve itself in the University's day-to-day operational management.

Under the Act, the Council can delegate those of its powers necessary for the effective management of the University and its affairs to the Vice-Chancellor and the University Executive Team. It can also choose to delegate other of its powers and authority to bodies such as Council Committees and Academic Senate. Council retains sole authority over some specific areas.

Through these Delegations of Authority, the Council devolves decision-making to University budget centres and responsible bodies. This allows effective and responsive management of the University's day-to-day operations.

Delegations of Authority are the mechanisms by which formal authority or power is granted to University managers, or bodies, to act or make decisions on behalf of the University. Delegations are specific to particular positions or bodies and define particular allowed actions. Delegations allow the officer holding that position, or the responsible body, to commit the University and/or incur liabilities for the University.

The major means by which Council delegates its powers, authorities, duties and functions are through the Council Charter, University Ordinances and the Delegations Policy. The Act enables the Council to make Ordinances to prescribe or regulate matters which fall under its responsibilities.

The Council, Vice-Chancellor and Academic Senate are referred to as University of Tasmania 'governing entities. They are the three positions or bodies which are defined under the Act as sharing responsibility for governing and managing all aspects of the University's activities (strategic, operational and academic).


These Plans identify the context, direction and goals of the University’s activities.
UNIVERSITY GOVERNANCE FRAMEWORK

Members should be familiar with the range of legislative and policy tools used by the University to assist in the administration of its activities. The following table contextualises components of the UTAS Governance Framework within the hierarchy of: legislation and governance instruments; associated local documents; approval authorities; and authorisation sources that apply either across the University or to specific areas.

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<th>Instruments</th>
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<td>Procedures</td>
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<tr>
<td>Information</td>
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<td>Various</td>
<td>University-wide or local</td>
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ROLE OF ACADEMIC SENATE

Delegated Authority

The University of Tasmania Act 1992 specifies that Academic Senate is to advise Council on academic matters within the University. This is expanded further in Ordinance 13 – Academic Senate (See Appendices)

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 or 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, College Executive Deans and the Heads of Academic Units on policy implementation, academic standards and academic performance;
- Providing the primary collegial forum for discussion, debate and recommendations on academic matters; and
- Maintaining an environment that supports intellectual freedom and academic integrity.

In addition, Council has delegated additional functions to Academic Senate. These are:

- Approval of proposals from Colleges and Academic Units relating to awards, including: course duration; content and structure; entry requirements; methods of delivery and assessment; and 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 and bursaries;
- Power to make rules of awards and rules relating to admission, academic assessment and student progress; and
- Power to make rules relating to graduate research and supervision.

Academic Senate reports to Council annually on the exercise of its delegations.

The National Committee of Chairs of Academic Boards/Senates has developed a paper - The Purpose and Function of Academic Boards and Senates in Australian Universities (see Appendices). The paper provides a useful overview of the role of Academic Boards/Senates in university governance generally and academic governance specifically.
Quality Framework

The overall national quality assurance system has seen three related developments: the change in the role of TEQSA to be the regulator, with quality assurance now devolving to institutions; the abolition of the Australian Qualifications Framework Council but the retention of the overall Australian Qualifications Framework which the University must comply with; and the development of the Higher Education Standards Framework (HESF).

As a self-accrediting higher education provider, the University of Tasmania must ensure that all approved (accredited) academic programs are compliant with national frameworks, such as the HESF and that they meet our own internal guidelines for University accreditation.

Key principles that flow from the HESF are: that there must be regular reviews of courses and programs (seven year cycle); that peer review (of moderation, of course materials and perhaps of teaching itself) and benchmarking are used to provide evidence for quality enhancement; and that universities, as distinct from other providers, are self-accrediting, noting that selected professional courses are also accredited by professional accrediting bodies.

TEQSA has published a Guidance Note on Academic Governance which describes and explains the expected academic governance and oversight of academic activities in higher education. The TEQSA Guidance Note: Academic Governance indicates:

"The standing of a provider’s academic governance practices is seen by many as key to maintaining and sustaining a provider’s educational reputation. Prominent among the practices of the provider that are reflected in its reputation are the academic benchmarks ('academic standards') that are set and monitored by the provider through its academic governance processes."

Under Ordinance 13, Academic Senate has responsibility for providing advice to Council and the Vice-Chancellor in relation to academic standards and the maintenance of excellence in all areas of academic activity. Academic Senate also monitors and receives reports from the University Executive, Heads of Academic Units and Directors of National Centres on academic standards.
ACADEMIC SENATE – GUIDING PRINCIPLES

In 2010, as a result of an external Review, Academic Senate adopted the following Guiding Principles. The principles as a whole guide the Academic Senate in fulfilling its role and undertaking its delegated activities.

“The principles are not in any order of hierarchy or importance but rather are a set of statements which collectively provide a common starting point for a shared perspective on revised academic governance arrangements.”

Subsidiarity: The delegation for decisions is as low as possible within the organisation without compromising quality.

Effectiveness: Academic Senate business must be conducted through committees in a way that is outcome–orientated and directed towards supporting institutional goals whilst at the same time meeting obligations of effective governance.

Clarity: As the key body for matters of academic standards and quality, the Academic Senate must have clear delegations and lines of reporting within the remit of its responsibilities.

Relevance: The business conducted by the Academic Senate and the mechanisms by which this business is conducted must meet the requirements of effective governance and the needs of the University.

Transparency: The business and activities of the Academic Senate must exhibit transparent processes to ensure accountabilities and responsibilities of the various stakeholder groups across the University are met.

Evidential: Decisions made by the Academic Senate and/or its committees in relation to academic standards and quality must be based on evidence with application of scholarly analysis.

Participatory: The Academic Senate should maintain its role as a peak body, utilising the expertise and goodwill of staff across the University through the work of committees and working parties. Regular meetings of the Academic Senate should consider prepared committee or commissioned reports with debate and decisions based on recommendations from those reports. The Academic Senate itself should not act as a working party where views of members are considered to the exclusion of informed and scholarly submissions by its committees and working parties. Effective academic governance is a form of participatory democracy with the purpose of ensuring informed participation through the expertise of various constituencies.

Flexibility and responsiveness: At a time when universities need to be responsive to external demands and market opportunities, Academic Senate’s processes need to be flexible and responsive so that new programs can be developed quickly. At the same time quality and standards should not be compromised but rather enhanced through more effective and timely practices which also reduce duplication.

ACADEMIC SENATE MEMBERSHIP

Membership of the Academic Senate is prescribed by Ordinance 13 – Academic Senate. The membership of Academic Senate is truly representative comprising members of the Vice-Chancellor’s Executive, College Executive Deans, the Dean of Graduate Research, the President and officers of the Tasmania University Union and 22 elected members of academic staff, including an elected Research Fellow. The Pro Vice-Chancellor (Culture and Wellbeing), University Librarian, Executive Director, Student Operations and Head of the Tasmanian Institute of Learning and Teaching are observers with speaking rights.

Membership as at February 2020

EX OFFICIO

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<tr>
<th>Role</th>
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<tr>
<td>Vice-Chancellor</td>
<td>Prof Rufus Black</td>
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<tr>
<td>Provost</td>
<td>Prof Jane Long</td>
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<tr>
<td>Deputy Vice-Chancellor (International)</td>
<td>Mr Rob Wilson (Acting)</td>
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<tr>
<td>Deputy Vice-Chancellor (Research)</td>
<td>Prof Anthony Koutoulis</td>
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<tr>
<td>Dean of Graduate Research</td>
<td>Prof Peter Frappell (Acting)</td>
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<tr>
<td>Pro Vice-Chancellor (Aboriginal Leadership)</td>
<td>Prof Greg Frappell (Acting)</td>
</tr>
<tr>
<td>Chair, Student Experience Committee</td>
<td>Mrs Stephanie Taylor</td>
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<tr>
<td>Chair, University Learning and Teaching Committee</td>
<td>Prof Mitch Parsell</td>
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<tr>
<td>Acting Chair, University Course &amp; Unit Proposals Committee</td>
<td>Assoc Prof Leonie Ellis</td>
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<tr>
<td>Chief Operating Officer</td>
<td>Mr David Clerk</td>
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<tr>
<td>Principal (University College) or nominee</td>
<td>Assoc Prof Andrea Carr</td>
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<tr>
<td>Executive Director, Student Operations</td>
<td>Mr Andrew Gillies</td>
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<tr>
<td>President, TUU</td>
<td>Mr Braydon Broad</td>
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<td>Postgraduate President, TUU</td>
<td>Mr Ali Ghahremanlou</td>
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<td>Campus President (North), TUU</td>
<td>Mr Joji Kinivuwai</td>
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<td>International Students Officer, TUU</td>
<td>Miss Maisha Jaleel</td>
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<td>Arts, Law and Education</td>
<td>Prof Kate Darian-Smith</td>
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<td>Business and Economics</td>
<td>Assoc Prof Stuart Crispin (Interim)</td>
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<td>Health and Medicine</td>
<td>Prof Denise Fassett</td>
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<td>Heads of Academic Units</td>
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<td>Australian Maritime College</td>
<td>Mr Michael van Balen</td>
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<td>Creative Arts and Media</td>
<td>Assoc Prof Meg Keating (Acting)</td>
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<td>Prof Victoria Carrington</td>
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<td>Engineering</td>
<td>Prof Andrew Chan</td>
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<td>Health Sciences</td>
<td>Prof Nuala Byrne</td>
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<td>Humanities</td>
<td>Prof Lisa Fletcher</td>
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<tr>
<td>Institute for Marine and Antarctic Studies</td>
<td>Mr Terry Bailey</td>
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<td>Prof Alison Venn</td>
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<td>Prof Karen Francis</td>
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<td>Assoc Prof Glenn Jacobson</td>
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<td>Prof Lisa Foa</td>
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<td>Social Sciences</td>
<td>Dr Nicholas Farrelly</td>
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Tasmanian Institute of Agriculture
Dr Michael Rose (Interim)
Tasmanian School of Business and Economics
Prof Melanie Bryant
Technology, Environments and Design
Prof Elaine Stratford (Acting)
Wicking Dementia Research and Education Centre
(Dean of Medicine)

Chairs of College Boards
Arts, Law and Education
Business and Economics
Health and Medicine
Sciences and Engineering

ELECTED MEMBERS

Chair
Prof Natalie Brown 31.12.2021

Deputy Chair
Assoc Prof Kristyn Harman 31.12.2022

Research Fellow
Dr Rebecca Fuller 31.12.2021

Members of academic staff
Dr Andrea Adam 31.12.2021
Dr Bill Baker 31.12.2020
Assoc Prof Karen Barry 31.12.2021
Dr Louise Grimmer 31.12.2020
Assoc Prof Kristyn Harman 31.12.2021
Prof Roger Hughes 31.12.2020
Dr Matthew Kirkcaldie 31.12.2021
Assoc Prof Trevor Lewis 31.12.2020
Dr Christopher Mabin 31.12.2021
Dr James Montgomery 31.12.2021
Dr David Nichols 31.12.2020
Dr Heinrich Oosthuizen 31.12.2021
Dr Renée Ross 31.12.2020
Assoc Prof Lana Shabala 31.12.2020
Dr Sonya Stanford 21.12.2020
Dr Susan Turland 31.12.2020
Assoc Prof Anne-Marie Williams
Dr Debbie Wills 31.12.2021
Dr Graham Wood 31.12.2021

Observers
University Librarian
Pro Vice-Chancellor (Culture and Wellbeing)
Pro Vice-Chancellor (International)
Pro Vice-Chancellor (Launceston)
Pro Vice-Chancellor (Cradle Coast)
Pro Vice-Chancellor (Southern Transformation)
Director, Academic Quality and Standards

Secretary
Ms Sarah Keating (University Governance)
RESPONSIBILITIES

Role of Chair and Deputy Chair

The Chair is responsible for chairing meetings of Academic Senate and the Standing Academic Committee to ensure that the meetings and discussions are conducted smoothly and inclusively.

The Chair is also an ex officio member of the University Council and a number of its Committees (Finance Committee, and Ceremonial and Honorary Degrees Committee), and attends the University Strategic Forum.

Either the Chair or Deputy Chair of Academic Senate is a member of each Academic Senate Committee: Student Experience Committee; University Course and Unit Proposals Committee; University Admissions Committee; University Research Committee; and University Teaching & Learning Committee.

In addition to the above, the Chair is also involved with academic staff promotions and a broad range of other activities and working parties within the University (for example, Appeals Panels and Scholarship Selection Committees).

The Deputy Chair assists with Appeals Panels and acts as Chair when required.

Members’ Roles and Responsibilities

Members of Academic Senate provide important input into discussions regarding academic and policy matters at the University.

The roles and responsibilities common to both elected and ex-officio members of the Academic Senate are:

- To contribute to decisions and recommendations in the best interests of the University taking into account the University’s Strategic Plan and other relevant Plans.

- To consider the implications of Academic Senate’s decisions and recommendations on the University as a whole. While members will bring their expertise, insights and particular interests to Academic Senate meetings, it is expected that members will act for the benefit of the University, not necessarily the interests of their Academic Unit, discipline or area.

- To maintain an understanding of the role and scope of Academic Senate within governance and the University more generally.

- To regularly attend Academic Senate meetings having prepared by reading and considering the relevant documents prior to each meeting.

- To maintain familiarity with, and an understanding of Ordinance 13 – Academic Senate and Academic Senate Standing Orders.

- To serve on Academic Senate Committees, Working Parties and Panels which may be of interest or as required.
Members also have roles and responsibilities specific to their membership category as follows:

**Heads of Academic Units**
- To promote the role and activities of Academic Senate within their Academic Unit (in general).
- To specifically include discussion of Academic Senate meetings (past and future) on the Agenda of Academic Unit Staff Meetings.
- To disseminate the discussions, decisions and recommendations from Academic Senate meetings to their Academic Unit.
- To gather/collate the views of members of their Academic Unit in relation to decisions to be made at upcoming Academic Senate meetings, including in relation to proposed policies, procedures and guidelines.
- To follow trends and important developments affecting the University.
- To develop/encourage/foster an understanding of academic governance within their Academic Unit.
- To seek/provide advice, as required, regarding the University’s governance framework and approval protocols.
- To encourage staff to nominate for membership of Academic Senate and its Committees.

**Elected Members**
- To promote the role and activities of Academic Senate within their College.
- To disseminate the discussions, decisions and recommendations from Academic Senate meetings to members of their College, Division or cohort in the case of Research Fellows.
- To gather/collate the views of members of their College/cohort in relation to decisions to be made at upcoming Academic Senate meetings, including in relation to proposed policies, procedures and guidelines.
- To follow trends and important developments affecting the University.
- To develop/encourage/foster an understanding of academic governance with their peers.
- To seek and/or provide advice, as required, regarding past decisions of Academic Senate and/or the background for upcoming decisions.
- To seek/provide advice, as required, regarding academic governance frameworks and approval protocols.
- To encourage their peers to nominate for membership of Academic Senate and its Committees.
Students

- To promote the role and activities of Academic Senate within the Tasmania University Union and with students generally.

- To disseminate the discussions, decisions and recommendations from Academic Senate meetings to students.

- To gather/collate the views of students in relation to decisions to be made at upcoming Academic Senate meetings, including in relation to proposed policies, procedures and guidelines.

- To follow trends and important developments affecting the University.

- To develop/encourage/foster an understanding of academic governance with their peers.

- To seek/provide advice, as required, regarding the University’s academic governance framework and approval protocols.

Academic Senate has six general meetings each year and members should commit approximately eight hours for preparation and attendance at meetings. Additionally, a Planning Day is held each year in December.

Role of the Secretary

The Secretary provides high level, professional secretariat and executive services to Academic Senate, Standing Academic Committee and ad hoc Steering Committees and Working Parties as required. This includes providing briefings and strategic advice to the Chair and members of Academic Senate on a range of issues, e.g. interpretation and implementation of academic policies.

The Secretary also provides advice relating to academic governance protocols and approval processes, the Governance Policy Framework and Academic Senate Delegations to the broader University community in addition to the Chair and members of Academic Senate.

The Secretary is responsible for monitoring and benchmarking academic governance structures and processes and recommending and implementing improvements as required.

In addition, the Secretary acts as the Returning Officer for Academic Senate elections.
ACADEMIC SENATE MEETINGS

Meeting Dates

Meeting dates for Academic Senate are approved at the September Academic Senate meeting for the following year. These dates are set in conjunction with Council and other University Committees and with course approvals and reporting requirements in mind.

Where possible meetings are not scheduled for the first week of semesters or during examination periods.

Agenda

Four weeks before each Academic Senate meeting the Secretariat will call for agenda items by email. Items for inclusion in the Agenda are due approximately two weeks prior to the meeting. One week prior to the meeting the Agenda and supporting documents will be available from the Academic Senate Wiki. This site is available to all staff within the University. An email is sent to Academic Senate members providing the link and advice of availability.

If members wish to contribute an item to the Agenda, they should first check with the Secretariat to ascertain:
- Whether the item is within the remit of Academic Senate;
- Whether the item should be directed to an Academic Senate Committee or other University Committee prior to discussion at Academic Senate;
- Advice on appropriate format and recommendations; and
- Whether relevant policies or procedures should be considered.

Members are discouraged from tabling documents as this does not allow adequate time for consideration and informed deliberation.

Agenda items should be entered into eCommittee accompanied by the following detail: responsible party; recommendation; an executive summary; relevant term of reference; rationale; any issues involved; implications of the recommendation; and consultation and implementation as appropriate.

Meetings

Attendance

The quorum for general meetings of Academic Senate is 25 members.

It is acknowledged that members of Academic Senate have teaching and/or other commitments which may result in the need to arrive late or leave early from the meeting. Please advise the Secretariat in advance if this is the case as it allows the Chair to monitor the quorum during the meeting.

Attendance and apology sheets are distributed at the start of the meeting. If members arrive after circulation of the sheet, they will need to advise the Secretary during the meeting so their attendance can be recorded. Individual attendance is reported in the Academic Senate Annual Report provided to Council each calendar year. **Further, Academic Senate has agreed that members who consistently miss meetings should have their membership of Academic Senate revoked.** The Standing Orders provide for suspension of membership (ex officio) or termination of membership (elected members)
where members do not attend meetings without a leave of absence (apology). Members must advise that they are an apology for the meeting by close of business three days before the meeting if they are unable to attend.

Apologies must be received in a timely manner as catering may be provided. If an apology is not received prior to confirmation of catering numbers, it results in both wastage of food and unnecessary expense. **Members who consistently fail to provide a timely apology will be charged for the cost of catering.**

**Procedures**

In order that members contribute to the discussions at Academic Senate meetings in an effective manner, it is important that all members read the Academic Senate Standing Orders (see Appendices) which set out the procedures for conducting meetings.

Face to face meetings commence at 10.30am and run for a maximum of 3.5 hours including breaks. Meetings held by videoconference commence at 9.30am.

Agenda Items marked with an asterisk (starred items) are those items for discussion at the meeting. During the Introductory Items at each meeting, members will be asked if there are additional items to be starred and therefore discussed.

Meetings are conducted formally ‘through’ the Chair. All members are welcome to participate in discussion. Participation should be pertinent and avoid repetition of other members’ contributions.

**Minutes**

The Minutes of each meeting are generally available on the Academic Senate Wiki within two weeks of the meeting. In the interim a brief summary of outcomes is placed on the wiki to indicate the motions carried, amended or withdrawn.
## Meeting Timelines

<table>
<thead>
<tr>
<th>Meeting Dates for 2020</th>
<th>Where</th>
<th>Reports Due</th>
<th>Agenda Distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 21 February</td>
<td><strong>University Club, Sandy Bay</strong></td>
<td>5 February</td>
<td>14 February</td>
</tr>
<tr>
<td>Friday 1 May</td>
<td>Held via Zoom due to COVID-19</td>
<td>16 April</td>
<td>24 April</td>
</tr>
<tr>
<td>Friday 12 June</td>
<td>Held via Zoom due to COVID-19</td>
<td>27 May</td>
<td>4 June</td>
</tr>
<tr>
<td>Friday 17 July</td>
<td>Held via Zoom due to COVID-19</td>
<td>2 July</td>
<td>10 July</td>
</tr>
<tr>
<td>Friday 4 September</td>
<td>Held via Zoom due to COVID-19</td>
<td>20 August</td>
<td>28 August</td>
</tr>
<tr>
<td>Friday 13 November</td>
<td><strong>University Club, Sandy Bay</strong></td>
<td>29 October</td>
<td>6 November</td>
</tr>
<tr>
<td>Planning Day:</td>
<td><strong>Sir Raymond Ferrall Centre,</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday 3 December</td>
<td>Newnham</td>
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</table>
ACADEMIC SENATE COMMITTEES

Academic Senate is assisted in its role of academic governance by its Committees.

Principal Academic Senate Committees are listed on the Academic Senate webpage together with their composition, current members and terms of reference.

Academic Senate Committees report to Academic Senate.

A call for expressions of interest in membership of Academic Senate Committees is made at the last meeting of Academic Senate each year.

Membership of the Distinguished Service Medal Selection Committee also includes a member of Academic Senate.
Standing Academic Committee

Ordinance 13 – Academic Senate sets out the Terms of Reference for the Standing Academic Committee:

- To provide advice to the Chair and to 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 Academic Senate;
- To make decisions on behalf of Academic Senate; and
- To advise Academic Senate of all action taken by the Committee.

The Chair of Academic Senate may refer to the Standing Academic Committee:

- Any urgent matter to be reviewed; and
- In exceptional circumstances, any decision to be made outside the normal Academic Senate meeting cycle.

The Chair of Academic Senate must report to the next meeting of Academic Senate any matters that have been decided.

Standing Academic Committee Membership 2020

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair of Academic Senate</td>
<td>Prof Natalie Brown</td>
</tr>
<tr>
<td>Deputy Chair of Academic Senate</td>
<td>Assoc Prof Kristyn Harman</td>
</tr>
<tr>
<td>Elected Dean</td>
<td>Assoc Prof Stuart Crispin</td>
</tr>
<tr>
<td>Elected Academic Staff member</td>
<td>Assoc Prof Anne-Marie Williams</td>
</tr>
<tr>
<td>Elected Head of Academic Unit</td>
<td>Prof Simon Ellingsen</td>
</tr>
<tr>
<td>Elected student member from the student presidents</td>
<td>Mr Braydon Broad</td>
</tr>
<tr>
<td>Secretary, Academic Senate</td>
<td>Ms Sarah Keating</td>
</tr>
</tbody>
</table>
ACCESSING INFORMATION

**Academic Senate:**

- Current and past agendas, papers & minutes
- Committees of Academic Senate – Terms of Reference and Membership
- Academic Senate Rules
- Election Information
- Ordinance 13 – Academic Senate
- Academic Senate Standing Orders

**General:**

- TEQSA Guidance Note – Academic Governance Tertiary Education Quality & Standards Agency
- The Purpose and Function of Academic Boards and Senates in Australian Universities

**University Council:**

- UTAS Policies
- UTAS Planning Calendar

Queries about Academic Senate and its Committees can be directed to the Secretary: Sarah Keating, University Governance, extension 1845 (Sarah.Keating@utas.edu.au).