

# Changes to Academic Delegations Procedure

## Contents

Purpose .....	1
Applicable governance instruments .....	1
Procedure .....	2
1. Summary of approval authorities.....	2
2. Amending an existing delegation.....	2
3. Request to establish a new delegation.....	3
4. Request to revoke an existing delegation .....	3
5. Communicating change.....	4
Versions.....	4

## Purpose

University Council delegates authority to positions and committees to make academic decisions through the *Academic Delegations Ordinance* and its *Schedule of Academic Delegations*.

The purpose of this Procedure is to specify arrangements for:

- a) establishing a new academic delegation;
- b) amending an existing academic delegation;
- c) disestablishing an existing academic delegation; and
- d) communicating changes related to academic delegations.

## Applicable governance instruments

Instrument	Section	Principles
<i>Academic Delegations Ordinance</i> and its <i>Schedule of Academic Delegations</i>	All	N/A

## Procedure

### 1. Summary of approval authorities

Minor amendment to existing delegation	Approved by Provost
Major amendment to existing delegation	Endorsed by Provost and approved by Council
New delegation	Endorsed by Provost and approved by Council
Disestablishment of delegation	Endorsed by Provost and approved by Council

### 2. Amending an existing delegation

- 2.1. A request to amend the academic delegations may be made by any member of staff using the approved form.
- 2.2. When considering whether an amendment to an academic delegation is required, requesters should determine:
- a. whether or not the proposed amended delegation is held at the most appropriate position, giving due consideration to the principles outlined in the *Academic Delegations Ordinance*; and
  - b. whether the required amendment to the existing delegation is a major amendment or a minor amendment (refer definitions below).
- 2.3. Request for minor amendment
- a. If the requester considers the proposed change constitutes a minor amendment under the [Academic Delegations Ordinance](#), they must:
    - i. submit the proposal for minor amendment to Academic Quality and Standards using the *Academic Delegations Schedule – Change Request Form* and clearly describe the need for the minor amendment and any related business requirements; and
    - ii. engage in consultation with key stakeholders prior to submission for Provost approval.
  - b. whether or not the change is minor will be assessed by Academic Quality and Standards. If it is assessed as minor, the request will be forwarded to the Provost for consideration.
  - c. Following Provost approval:
    - i. Academic Quality and Standards will notify the requester and update the *Schedule of Academic Delegations*; and
    - ii. a communication plan will be activated by the requester, in conjunction with Academic Quality and Standards, to inform stakeholders of the minor amendment.
- 2.4. Request for major amendment
- a. If the requester considers that the proposed change constitutes a major amendment under the [Academic Delegations Ordinance](#), they must:
    - i. submit the proposal for major amendment to Academic Quality and Standards using the *Academic Delegations Schedule Change Request Form* and clearly describe the need for the major amendment and any related business requirements; and
    - ii. engage in consultation with key stakeholders prior to submission for Provost endorsement.
  - b. Academic Quality and Standards will review the request prior to submitting to the Provost for consideration.

- c. Following Provost endorsement, Academic Quality and Standards will notify the requester and submit the request to Council for approval.
- d. Following Council approval:
  - i. Academic Quality and Standards will notify the requester and update the Schedule of Academic Delegations; and
  - ii. a communication plan will be activated by the requester, in conjunction with Academic Quality and Standards, to inform stakeholders of the major amendment.

### 3. Request to establish a new delegation

- 3.1. From time to time, there may be a need for a new academic delegation to be proposed. Requesters should determine whether there is a requirement to establish a new delegation having regard to:
  - a. whether or not the proposed delegation can be reasonably enacted through existing delegations;
  - b. the proposed delegation being held at the most appropriate position in accordance with the principles outlined in the *Academic Delegations Ordinance*; and
  - c. the requirement that the case to introduce a new delegation must be endorsed by the Provost before consideration by Council.
- 3.2. Requesters must then:
  - a. submit the proposal for major amendment using *Academic Delegations Schedule Change Request Form* and clearly describe the need for the new delegation and any related business requirements;
  - b. engage in consultation with key stakeholders prior to submission for Provost endorsement.
- 3.3. Following Provost endorsement, Academic Quality and Standards will forward the new delegation to Council for approval.
- 3.4. Following Council approval:
  - a. Academic Quality and Standards will notify the requester and update the *Schedule of Academic Delegations*; and
  - b. a communication plan will be activated by the requester, in conjunction with Academic Quality and Standards, to inform stakeholders of the new delegation.

### 4. Request to revoke an existing delegation

- 4.1. From time to time, revocation may be proposed if a delegation is no longer required. Requesters should:
  - a. give due consideration to the impact of revoking the delegation;
  - b. submit the proposal for revocation using the *Academic Delegations Schedule Change Request Form* and clearly describe the need for the revocation and any related business requirements; and
  - c. engage in consultation with key stakeholders prior to submission for Provost endorsement.
- 4.2. Following Provost endorsement, Academic Quality and Standards will notify the requester and forward the proposal to revoke the delegation to Council for approval.
- 4.3. Following Council approval:
  - a. Academic Quality and Standards will notify the requester and update the *Schedule of Academic Delegations*; and

- b. a communication plan will be activated by the requester, in conjunction with Academic Quality and Standards, to inform stakeholders of the revocation of the delegation.

## 5. Communicating change

- 5.1. Communicating changes to delegations is necessary to keep staff informed of delegations which affect them. The information provided will vary depending on the type of delegation and the change that has been made.
- 5.2. Communication plans are required when:
  - a. a new delegation has been developed and approved; or
  - b. an amendment to an existing delegation has been approved; or
  - c. the revocation of a delegation has been approved.
- 5.3. The communication plan must provide information which identifies:
  - a. when the change/s will take effect (effective date)
  - b. who will be impacted directly or indirectly by the approved new, amended or revoked delegation; and
  - c. the ways in which the impacts will be addressed, and the approach being taken to communicate this information.
- 5.4. A communication plan will be drafted by the requester, in conjunction with Academic Quality and Standards, and must be:
  - a. lodged with Academic Quality and Standards prior to the effective date for the approved new, amended or revoked delegation; and
  - b. activated immediately after a new or amended delegation has been approved, or the revocation of a delegation has been approved, in order to inform stakeholders of all approved delegations changes.
- 5.5. When communication plans are activated, evidence of activation must be forwarded to Academic Quality and Standards for archiving purposes.

## Versions

Version	Action	Approval Authority	Responsible Officer/s	Approval Date
Version 1	Approved	Provost	Academic Executive Director	1 July 2020