Academic Senate Ordinance

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:
      a) to advise Council on academic matters within the University
      b) to provide the primary collegial forum for discussion, debate and recommendations on academic matters
      c) to maintain an environment that supports intellectual freedom and academic integrity.
   3.2 Academic Senate’s role includes:
      d) 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
      e) providing advice as to the longer term implications for academic activities of plans for the allocation of resources to faculties and academic services
      f) providing advice on processes to assist the university's academic staff in achieving and maintaining excellence in all areas of academic activity
      g) commenting on reports received from the Vice-Chancellor relating to management actions of significance to the academic community
      h) providing advice to Council as requested, on any matter affecting the academic wellbeing of the university
      i) monitoring and receiving reports from the Provost, Deputy Vice-Chancellors, Pro Vice-Chancellors, Principal of the University College, the Deans of Faculties, Heads of Institutes, Directors of National Centres and Heads of Schools on policy implementation, academic standards and academic performance.
   3.3 Academic Senate’s role also includes the exercise of delegations from Council as set out in section 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:
   a) Approval of proposals from colleges and faculties, institutes, centres 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
   b) Determination of the qualifications to be required of candidates before they may be admitted to degrees and other awards
   c) Power to make rules relating to prizes, scholarships, bursaries
   d) Power to make rules of awards and rules relating to admission, academic assessment and student progress
   e) 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, in addition to its other reporting duties as required by Council.

5) Membership
5.1 The members of Academic Senate are -
   a) the Chair and Deputy Chair elected under section 7
   b) the Vice-Chancellor
   c) the Provost
   d) the Deputy Vice-Chancellors
   e) the Principal, University College or nominee
   f) the Executive Deans of Colleges and the Dean of Graduate Research
   g) Pro Vice-Chancellor (Aboriginal Leadership)
   h) the Heads of Academic Units
   i) the Chairs of Academic Senate Committees
   j) the Chairs of the College Boards
   k) the Chief Operating Officer
   l) the Executive Director, Student Operations
   m) 16 members elected by the Colleges of Arts, Law and Education, Health and Medicine, Sciences and Engineering and the Tasmanian School of Business and Economics (4 elected by each College), of whom 8 are female and 8 are male
   n) 2 members elected by the University College, of whom 1 is female and 1 is male
   o) 2 members of Academic Staff from central organisational units not aligned to a College, of whom 1 is female and 1 is male, elected by the Academic Staff of the University
   p) the President, the Postgraduate President, the Campus President (North) and the International Students Officer of the Tasmania University Union Inc.

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 Level D or E academic 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 Level D or E academic in the university to be eligible for election.

   7.4 The election of a Deputy Chair is to take place 1 year after the election of Chair.

   7.5 The Chair and Deputy Chair hold office, subject to this ordinance, for 3 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 Level D or E academic 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 section 5.1 (c) - (k) inclusive.

   7.8 A person is not eligible to hold the office of Chair for more than two consecutive terms.

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.

   8.2 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 section 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**

    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 will appoint a Standing Academic Committee.

11.2 The membership of the Standing Academic Committee is –
   a) Chair of Academic Senate
   b) Deputy Chair of Academic Senate
   c) One Executive Dean, elected by Academic Senate
   d) One elected staff member from the elected Academic Staff members elected by Academic Senate
   e) One elected student president, elected by Academic Senate
   f) One elected Head of Academic Unit elected by Academic Senate.

11.3 The terms of reference of the Standing Academic Committee are –
   a) to provide advice to the Chair and the Academic Senate
   b) to assist with the management of the Academic Senate Agenda
   c) to initiate position papers on major academic issues
   d) to consider reports and provide advice to the Academic Senate
   e) to make decisions on behalf of Academic Senate as outlined under clause 11.4.
   f) 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 two years.

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 5 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.

14) Transitional provisions

14.1 The elected members of Academic Senate holding office immediately before this ordinance was amended by [insert reference to Council resolution] continue to hold office, subject to this ordinance, for the remainder of their term.

14.2 The other members of Academic Senate in office immediately before this ordinance was amended by [insert reference to Council resolution] including the Chair, continue in office on the same terms and conditions.

14.3 The members of Academic Senate committees holding office immediately before this ordinance was amended by [insert reference to Council resolution] continue to hold office, subject to this ordinance, for the remainder of their term.

Made by Council on 19 August 2005.

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

Professor Daryl Le Grew  Ms Belinda Webster
Vice-Chancellor  Director, Governance & Legal

Version history
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 members of academic staff will be elected in any year to provide for staggered expiry of terms.

Members nominated by the Chair hold office, subject to this ordinance, for 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
The electorate for members to be elected under 5.1 (l) and (m) are the full time and fractional members of the relevant College academic staff.

The electorate for members to be elected under 5.1 (n) are 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, the Provost, a Deputy Vice-Chancellor, a Pro Vice-Chancellor, an Executive Dean, an Associate Dean, a Head of Academic Unit, the Principal of the University College, or the Chair of a College Board.

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.