

Academic Senate Ordinance

Version 5 – Commenced 17 October 2023

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

1) Preamble

- 1.1 Among other things, the *University of Tasmania Act 1992* (Act) prescribes:
- a) The University has an Academic Senate.
 - b) The function of the Academic Senate is to advise the Council on all academic matters relating to the University.
 - c) That the constitution, functions, powers and proceedings of the Academic Senate are as prescribed by Ordinance.
 - d) The Academic Senate has a Chair and a Deputy-Chair.

2) Commencement and revocation

- 2.1 The Academic Senate Ordinance made by Council on 19 August 2005 is revoked, together with any amendments to it.
- 2.2 This ordinance takes effect on 25 June 2021.

3) Purpose

- 3.1 This ordinance prescribes:
- a) the powers and functions of Academic Senate
 - b) the membership of Academic Senate
 - c) the positions of Chair and Deputy Chair of Academic Senate
 - d) the establishment and operation of Academic Senate committees.

4) Council delegations

- 4.1 Council delegates the following functions to Academic Senate, to be exercised in accordance with the principles, plans and policies approved by Council:
- a) approval of awards
 - b) determination of the qualifications to be required of candidates before they may be admitted to an award.
- 4.2 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) The role of Academic Senate

- a) Approve awards and determine the qualifications required of a candidate before they may be admitted to an award
- b) Provide academic oversight of the quality of teaching, learning, research and research training
- c) Monitor institutional benchmarks for academic quality and outcomes and monitor initiated actions to improve performance
- d) Monitor and provide competent advice to the University Council and management on academic matters, including advice on academic outcomes, policies and practices, and the quality of teaching, learning, research and research training

- e) Monitor and review academic policies and procedures and their effectiveness
- f) Provide feedback on substantial changes to academic delegations and the effectiveness of the academic delegations structure.
- g) Maintain oversight of academic and research integrity, including monitoring of potential risks
- h) Critically evaluate the quality and effectiveness of educational innovations
- i) Evaluate the effectiveness of institutional monitoring, review and improvement of academic activities
- j) Ensure students have opportunities to participate in academic governance.

6) Membership

6.1 The members of Academic Senate are:

- a) The Elected and Appointed members, all of whom must be full-time or fractional-time members of the academic staff of the University:
 - i) the chair elected under Section 7.2
 - ii) 16 members elected by the Colleges of Arts, Law and Education, Health and Medicine, Sciences and Engineering and Business and Economics (4 elected by each College)
 - iii) 1 member of Academic Staff from central organisational units not aligned to a College, elected by the Academic Staff of the University
 - iv) 1 externally funded Research Fellow, elected by the Academic Staff of the University
 - v) subject to endorsement of Academic Senate, the Chair may, in writing, appoint up to 4 additional members to provide a diversity of views if the Chair believes the current membership does not reflect the academic and cultural diversity of the University
 - vi) all members of an Academic Senate committee established under Section 10.1 to provide oversight of institutional monitoring per Sections 5(c) and 5(i) and the upholding of the Higher Education Standards in relation to policies and procedures
 - vii) chairs of Academic Senate Committees who are not already members of Academic Senate.

- b) The Ex-Officio members who are:
 - i) the Vice-Chancellor
 - ii) the Deputy Vice-Chancellors
 - iii) the Principal, University College or nominee
 - iv) the Executive Deans of Colleges and the Dean of Graduate Research
 - v) the Pro Vice-Chancellors
 - vi) the Heads of Academic Units
 - vii) the Director, Curriculum
 - viii) the University Librarian
 - ix) a Senior Representative from the Division of Student Services and Operations
 - x) the President of the Tasmanian University Student Association (TUSA)

and three additional student representatives as nominated by the President, TUSA.

- 6.1 (A) A member of Academic Senate can only occupy one category of membership listed in Section 6.1(a).
- 6.2 An act or proceeding of the Academic Senate is not invalidated by any vacancy in its membership.
- 6.3 A member of Academic Senate is responsible and accountable to Academic Senate rather than to any constituent body by which they were appointed or elected.
- 6.4 The Chair in consultation with the Vice-Chancellor will agree the duties and accountabilities of the Academic Senate Secretary and the process by which the Secretary is appointed.
- 6.5 The Chair may appoint a member or members of Academic Senate to support the Chair and/or the Deputy Chair.
- 6.6 A member of Academic Senate is taken to have vacated office if:
 - a) their term expires
 - b) they resign in writing to the Chair of Academic Senate
 - c) they were appointed under section 6(a)(viii) in their capacity as chair of an Academic Senate committee, and they cease to be chair of that Academic Senate committee.

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 drawn from the elected or appointed members of the Academic Senate. They must hold the rank of Level D or E academic in the University to be eligible for election.
- 7.4 The Chair holds office, subject to this ordinance, for up to 3 years from 1 January in the year following their election.
- 7.5 The Deputy Chair holds office, subject to this ordinance, for up to 2 years from 1 January in the year following their election/selection.
- 7.6 The Deputy Chair ceases to be Deputy Chair if their membership of Academic Senate expires and they are not re-elected to the membership.
- 7.7 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.
- 7.8 A person is not eligible to hold the office of Chair or Deputy Chair at the same time that they hold any of the ex-officio offices listed in section 6.1 (b).

7.9 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 and from its elected and appointed 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 of Academic Senate

9.1 The Academic Senate will determine the procedure for calling and conducting its meetings.

10) Academic Senate Committees

10.1 Academic Senate may establish (or disestablish) a committee at any time to perform such functions it determines, and:

- a) may delegate any of its functions and powers to that committee, other than the power of delegation
- b) will establish terms of reference for that committee that includes membership, mode of operation, and chair appointment.

10.2 Either the Chair or the Deputy Chair of Academic Senate will be a member of every Academic Senate committee unless the Chair nominates another member as the Chair's representative.

10.3 Academic Senate committee chairs and members hold office until:

- a) their term expires
- b) they resign in writing to the Chair of Academic Senate
- c) they are replaced by the Chair of Academic Senate on the grounds that they have, in the Chair's opinion, become unable or unwilling to serve the committee.

Made by University Council on 25 June 2021.

Version 5 approved by University Council on 17 October 2023.

[Version history](#)