Rules Governing Schools

Section 1 - Schools

Interpretation

(1) In these Rules, unless the context or subject matter otherwise indicates:

a. “Academic staff” means persons designated as members of the academic staff, as defined in Clause 42 of the By-Law. For the purposes of these Rules, a person appointed on a half-time or greater basis, being less than full time, is deemed to be a member of the academic staff.
b. “Board of Studies” means the Board of Studies with responsibilities in a program involving more than one School, Faculty, Board or other body;
c. “Course” means a Faculty as established within the University by the Council.
d. “Faculty Board” means the Faculty Board of the Faculty;
e. “Schedule” means schedule to these Rules applicable to the particular Faculty;
f. “School” means a School or other unit of organisation forming part of a Faculty;
g. For the purpose of elections, “student” means a person, not being a member of staff of the University, who is enrolled as a candidate for a degree, diploma or certificate of the University;
h. “program” means the program of studies to be undertaken by a candidate in order to quality for an award of the University.

Establishment of Schools

(2) There shall be such Schools in the Faculties of the University as are referred to in the Schedule to these Rules.

(3) The Vice-Chancellor shall have the authority to establish and disestablish Schools, and shall report any action taken to the Council.

Functions

(4) The functions of a School are:

a. to encourage and facilitate scholarship and research in the disciplines related to the School and, where appropriate, the Faculty and elsewhere in the University;
b. to provide teaching, and other services with respect to the courses offered in the School and where appropriate to other courses offered in the Faculty and elsewhere in the University;
c. to co-ordinate the teaching and assessment duties of members of staff involved in those courses;
d. to foster student participation in the work of the School; and
e. to contribute to the Strategic Plan and objectives of the University,

in accordance with prescribed policies of the University.

Staff

(5) A School shall consist of such members of the academic and professional staff as are appointed or assigned to it by the Vice-Chancellor.

Academic Staff

(6) A member of the academic staff in a School is responsible, in the general performance of duties, to the Pro Vice-Chancellor of the Faculty through the Head of School and shall, subject to:

a. any contract between that member and the University;
b. the University Workload model; and
c. the skills, knowledge and experience of the staff member;

(7) perform such research and research training work; and as determined by the Head of School:

a. perform teaching work;
b. conduct examinations and other assessment work; and
c. perform related administrative and community work.

School Governing Bodies

(8) School governing bodies shall have the following functions:

a. the planning and operation of Schools including consideration and comment on School strategic/operational plans and budgets;
b. advising on development of School targets and priorities, and monitoring progress on the these;
c. the development, delivery, and quality assurance of courses for which the school is responsible (especially the monitoring of student assessment);
d. the training, monitoring and mentoring of sessional teaching staff;
e. the development of School procedures that flow from University and Faculty policy and procedures;
f. provision of regular reports to Faculty Board; and
g. provision of advice to the Head of School.

Protocol for School Governance and Management

(9) Each school will:

a. prepare a Protocol for School Governance and Management which sets out the governance and management structures by which the School will manage the primary functions of the School as required by University rules, policies and procedures in relation to roles, processes, membership, frequency of meetings, reporting, etc;
b. ensure the Protocol for School Governance and Management complies with the principles of equity and diversity (e.g. gender representation, campus location);
c. provide evidence that School staff were consulted and had adequate opportunity to contribute to the Protocol for School Governance and Management; and
d. submit the endorsed Protocol for School Governance and Management to the Faculty Board for approval that the proposed structure meets University rules, policies and procedures.

(10) The Protocol for School Governance and Management shall include School governance bodies which are advisory to Heads of School, who may choose not to accept advice but must present it along with any relevant recommendation, to the Pro Vice-Chancellor, Faculty or Academic Senate and its committees.

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School Assessment Responsibilities

(11) Each school has the responsibility for:

a. ensuring the relevant Rules, Policies and Procedures and other quality assurance processes have been followed in determining the final mark and/or final grades;
b. ensuring the recommended marks and/or grades of all students undertaking a course offered within the relevant school are considered in determining the final marks and/or final grade for each student in that course;
c. recommending the final mark and/or final grade of each student in each course to the Pro Vice-Chancellor of the Faculty responsible for the courses; and
d. functioning according to the Terms of Reference for School Assessment approved by the Academic Senate.

Discipline Areas

(12) Discipline areas within Schools will be subject to approval by the Vice-Chancellor. Such groups will not function as academic organisational units.

Section 2 - Heads of School

Functions of Head of School

(13) For each School there shall be a Head of School who shall be Executive Head of the School.

(14) The Head of School shall be responsible to the Pro Vice-Chancellor of the Faculty for the efficient and effective operation of the School and the appointment of Course Coordinators for each course offered by the School.

Appointment and Term of Office of Head of School 1

(15) Heads of Schools will be appointed by the Vice-Chancellor on the recommendation of the Pro Vice-Chancellor following consultation with the School, as set out in clause 17.

(16) The Vice-Chancellor shall report the appointment to the Council.

(17) Before making a recommendation to the Vice-Chancellor, the Pro Vice-Chancellor shall:

a. consider first Professors or Associate Professors in the School for appointment as Head of School;
b. consult with staff in the School;
c. consult with relevant staff outside the School;
d. hold a School meeting to discuss the results of the consultations with staff, the expectations for the position and to clarify the nature of the role of the Head of School and the relationship to the Pro Vice-Chancellor; and
e. make a record of the results of the consultations with staff for the purposes of the recommendation clause 15.

(18) Prior to the appointment, the Pro Vice-Chancellor shall:

a. provide the appointee with a position description; and
b. advise the appointee of any benefits, salary and/or non-salary, which attach to the appointment.

(19) During the term of office, the Pro Vice-Chancellor shall:

a. conduct an annual performance appraisal of the Head of School; and
b. provide a report to the Vice-Chancellor on the performance appraisal.

(20) The term of office of a Head of School shall normally be four years and subject to satisfactory performance appraisal results.

(21) The Vice-Chancellor may:

a. on the recommendation of the Pro Vice-Chancellor, initiate a performance appraisal of a Head of School at any time;
b. on the recommendation of the Pro Vice-Chancellor, approve an additional term of office of a Head of School for up to four years, subject to successful performance appraisal results in the original term; and
c. after consultation with the Pro Vice-Chancellor, terminate the appointment of a Head of School in the event that a performance appraisal result is not satisfactory.

(22) If the office of a Head of School becomes vacant by death, resignation or otherwise before the expiration of its term, then a successor shall be appointed by the Vice-Chancellor in the manner specified in clause 17.

Level of Appointment

(23) A Head of School is normally on the level of Associate Professor Level D or Professor Level E.

(24) In exceptional circumstances, a member of staff below Level D may be appointed a Head of School, in which case the person shall be remunerated as a Level D for the duration of the term of office, but shall not be entitled to use the title "Associate Professor".

(25) At the conclusion of the term of office, the Level and salary shall revert to those of the substantive position.

Deputy Head of School

(26) The Pro Vice-Chancellor shall appoint a Deputy Head for such period within the term of office of the Head of School as the Pro Vice-Chancellor may determine. The Pro Vice-Chancellor shall consult members of the School prior to making the appointment.

(27) The Pro Vice-Chancellor may appoint a second Deputy Head for such period within the term of office of the Head of School as the Pro Vice-Chancellor may determine. The Pro Vice-Chancellor shall consult members of the School, prior to making the appointment.

(28) The Deputy Head of School shall act for and assist the Head of School in such matters as the Pro Vice-Chancellor on the advice of the Head of School may determine.

(29) The Pro Vice-Chancellor shall advise the appointee of any benefits, salary and/or non-salary, which attach to the appointment.

Acting Head of School

(30) In the event of:

a. the absence of the Head of School; or
b. a vacancy in the office of Head of School, pending the appointment of a successor,

(31) the Deputy Head, or where there is more than one Deputy Head, the Deputy Head nominated by the Pro Vice-Chancellor, shall become Acting Head, or where a Deputy Head has not been appointed, the Pro Vice-Chancellor shall appoint an Acting Head.

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Supervisor Training

(32) Appointments as Heads of School are conditional on the supervisor training being successfully completed, as determined by the Deputy Vice-Chancellor (Academic) and Vice President.

(33) For the purpose of this Clause, where the Pro Vice-Chancellor and the Head of School or proposed Head of School are one and the same, the Deputy Vice-Chancellor (Academic) and Vice President will fulfill the role prescribed for the Pro Vice-Chancellor.

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