

Rules Governing Faculties

Section 1 - Application of Rules

(1) The governance of the Faculties of the University shall be as provided by these Rules.

Section 2 - Interpretation

(2) In these Rules, the following terms shall have the meanings assigned:

- a. Academic staff means persons designated as members of the academic staff in the University of Newcastle By-Law. For the purposes of these Rules, a person who is appointed on a half-time or greater basis is deemed to be a member of the academic staff;
- b. Faculty means a Faculty established within the University by the Council;
- c. schedule means the schedule to these Rules applicable to a particular Faculty;
- d. School means a school or other unit of organisation forming part of a Faculty;
- e. student means a person enrolled as a candidate in a program for which a Faculty has responsibility, who is not a member of staff of the University.

Section 3 - Pro Vice-Chancellor - Staff

(3) The Pro Vice-Chancellor of the Faculty shall be the principal line manager for staff of the Faculty.

Section 4 - Faculty Executive

(4) A Faculty Executive Group shall be convened by the Pro Vice-Chancellor of the Faculty.

(5) The membership of the Faculty Executive Group shall include at least:

- a. Deputy Head(s) of the Faculty;
- b. Heads of School;
- c. Assistant Deans;
- d. Assistant Academic Registrar;
- e. Faculty Executive Officer; and
- f. Faculty Business Support Accountant.

(6) The Faculty Executive Group shall provide advice to the Pro Vice-Chancellor on matters of strategic and operational significance for the Faculty, particularly in relation to, but not restricted to:

- a. items arising from the annual reviews of the performance of whole or part of the Faculty including challenges and opportunities facing Schools and other organisational units of the Faculty. The Faculty Executive Group will assist the School or organisational unit in considering or planning action in response to such challenges;

- b. matters arising from discussion of strategic themes linked to the strategic plan, with the outcomes being monitored by the Faculty Executive Group periodically;
- c. matters under consideration by other committees of the Faculty with significant financial or resource implications;
- d. academic issues with significant resource implications, which will be considered by both Faculty Board and the Faculty Executive Group.

Section 5 - Faculty Board

(7) The affairs of the Faculty shall be conducted by a Faculty Board in accordance with the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 6 - Election of Members other than Ex Officio Members

(8) The election of the members of a Faculty Board shall be undertaken by The Secretariat in accordance with the election protocols specified in the By-law and the Constitution of the Academic Senate, as appropriate.

Section 7 - Terms of Office

(9) Terms of Office shall be prescribed in the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 8 - Vacancies

(10) Where a vacancy in an elected position provided under section 4 Membership of the Faculty Board Terms of Reference shall occur, it shall be filled in accordance with the process described in the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 9 - Functions of Faculty Board

(11) Subject to any resolution of the Council or the Academic Senate, and any provisions of any Rules, a Faculty Board shall undertake the functions as described in the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 10 - Subsidiary Bodies

(12) A Faculty Board may establish subsidiary bodies in accordance with the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 11 - Secretary

(13) A Faculty Board shall be serviced through the Office of the Director, Student Experience and Administration and Academic Registrar.

Section 12 - Meetings

(14) The Faculty Board shall conduct its meetings in accordance with the Standing Orders of the Academic Senate.

Section 13 - Quorum and Conduct of Urgent Business

(15) The quorum and conduct of urgent business shall be in accordance with the Faculty Board Terms of Reference as approved by the Academic Senate.

Section 14 - Communication

(16) The minutes of the Faculty Executive Group (other than matters discussed confidentially) shall be made available to all members of the Faculty.

(17) In accordance with the Standing Orders of the Academic Senate, any member of a Faculty may observe the proceedings of the Faculty Executive Group, save for items discussed in camera.

Section 15 - Faculty Progress and Appeals Committee

(18) Each Faculty shall establish a Faculty Progress and Appeals Committee with the following membership:

- a. the Deputy Head of the Faculty, or nominee, who shall Chair the Committee;
- b. the Assistant Dean (Teaching and Learning); of the Faculty;
- c. the Assistant Academic Registrar of the Faculty;
- d. one other member from a pool of five Faculty academic staff determined by the Pro Vice-Chancellor; and
- e. co-opted members from within or outside the Faculty for particular cases as determined by the Chair.

(19) The Faculty Progress and Appeals Committee shall have responsibility for matters referred to it:

- a. under the [Program Management Procedure Manual - Coursework](#) (Section 9);
- b. under the [Appeal Against a Final Result](#) Procedure and;
- c. any other student progress or appeals issue forwarded to it by the Pro Vice-Chancellor.

(20) In such cases the Committee shall advise the Pro Vice-Chancellor on an appropriate course of action.

Status and Details

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| Responsible Executive | Daniel Bell University Secretary |
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