

Rules Governing Faculties

Relevant content from Rules Concerning Pro Vice-Chancellors, Assistant Deans and other Faculty Officers migrated into this Rule, with the recommendation of rescinding the Rules Concerning Pro Vice-Chancellors, Assistant Deans and other Faculty Officers. Some content has been restructured to reduce repetition and improve ease of understanding, however, the context remains the same.

The following sections have not been migrated into this policy:

Section 2 - Deans - the use of the title Deans is contained within the VC Sub Delegations.

Section 1 - Application of Rules

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

Section 2 - Interpretation

Clause 2 used to read: “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.” Amended to improve readability; “schedule” removed as no schedules are attached to this rule; student definition as “candidate” removed as this term is usually used for HDR students only; definition of Faculty amended to reflect policy library glossary definition.**

(2) In the context of these Rules:

- a. Academic staff means persons designated as members of the academic staff in the [University of Newcastle By-law 2017](#). 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 an organisational unit established within the University by the Council;
- c. Faculty Board means the board constituted under this Rule.
- d. School means a school or other unit of organisation forming part of a Faculty;
- e. student means a person enrolled in a program for which a Faculty has responsibility, who is not a member of

staff of the University.

Clause 3 of Section 3 - Pro Vice-Chancellor moved to be under Section heading "Faculty Officers" and sub heading Pro Vice- Chancellor.

Section 3 - Faculty Executive

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

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

- a. Deputy Head of College;
- b. Heads of School;
- c. Assistant Deans;
- d. Assistant Academic Registrar;
- e. Faculty Executive Officer; and
- f. Financial Business Partner.

Faculty Business Support Accountant removed as this position no longer exists. Awaiting advice from Guus Bruggink to confirm the Financial Business Partner resides in the FEG.

(5) 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 review 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 the Faculty Board and the Faculty Executive Group.

Communication

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

The below clause used to read: "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." Edited to improve understanding.

(7) In accordance with the Standing Orders of the Academic Senate, any member of a Faculty may observe the proceedings of the Faculty Executive Group, with the exception of items discussed "in camera" (as defined in the Standing Orders of the Academic Senate).

Section 4 - Faculty Officers

Pro Vice-Chancellor

(8) There shall be a Faculty Pro Vice-Chancellor who shall be the head of Faculty, and shall preside at all meetings of

the Faculty Board.

(9) The Pro Vice-Chancellor shall:

- a. be responsible to the Vice-Chancellor for academic leadership, and the efficient and effective operation of the Faculty;
- b. have a University wide portfolio, assigned by the Vice-Chancellor; and
- c. shall be the principal line manager for staff of the Faculty.

(10) Where the Pro Vice-Chancellor has the courtesy title “Dean”, the use of the title is restricted to external academic, professional and other purposes approved by the Vice-Chancellor. The title shall not be included in formal University academic organisational and administrative structures.

Presiding Member and Voting Rights

(11) The Pro Vice-Chancellor:

- a. shall be an ex-officio member of any committee of the Faculty Board, and may choose to preside at any meeting of any such committee subject to this Rule.
- b. when presiding at any meeting of the Faculty Board or of any of its committees, shall be entitled to vote and, in the case of an equality of votes shall have a casting vote.
- c. may choose to preside at any meeting of any such committee subject to the rights of the Chancellor, Deputy Chancellor and Vice-Chancellor.

Acting Pro Vice-Chancellor

(12) In the event of absence of the Pro Vice-Chancellor for a period exceeding five consecutive working days, the Deputy Head of College shall become “Acting Pro Vice-Chancellor” of the Faculty and shall assume the responsibilities of the Pro Vice-Chancellor in relation to the management and operations of the Faculty.

Deputy Head of College

(13) In each Faculty there shall be a Deputy Head of College.

(14) The Deputy Head of College is the standing Deputy to the Pro Vice-Chancellor, and shall act as Acting Pro Vice-Chancellor in absences of the Pro Vice-Chancellor, in accordance with Clause 12.

(15) The Deputy Head of College shall also assist the Pro Vice-Chancellor in such matters as the Pro Vice-Chancellor may from time to time determine.

Appointment of Deputy Head of College

(16) The Pro Vice-Chancellor shall:

- a. consider first Professors or Associate Professors in the Faculty for appointment as Deputy Head of College;
- b. consult with staff in the Faculty;
- c. consult with relevant staff outside the Faculty; and then
- d. proceed to consultation with the Vice-Chancellor.

(17) The Vice-Chancellor shall:

- a. in consultation with the Pro Vice-Chancellor, appoint a member of the Faculty as Deputy Head of College and determine their term of office for such period within the term of office of the Pro Vice-Chancellor;

- b. report the appointment to the Council.

(18) Appointment as Deputy Head of College is conditional on the completion of supervisor training, as determined by the Vice-Chancellor.

Acting Deputy Head of College

(19) In the event of absence of the Deputy Head of College for a period exceeding five consecutive working days, the Pro Vice-Chancellor shall appoint an Assistant Dean of the Faculty as Acting Deputy Head of College, with an Acting Deputy Head of College allowance, as determined by the Vice-Chancellor from time to time.

Assistant Dean

(20) The Assistant Dean shall act for and assist the Pro Vice-Chancellor in such matters as the Pro Vice-Chancellor may determine from time to time.

Appointment of Assistant Dean(s)

(21) The Pro Vice-Chancellor shall:

- a. consider Professors and Associate Professors of the Faculty for appointment as Assistant Dean(s);
- b. consult with members of the Faculty prior to making the appointment;
- c. seek approval from the Deputy Vice-Chancellor in the event that a proposed appointment of an Assistant Dean is other than a Professor or Associate Professor.
- d. appoint Assistant Deans to hold office for such a period within the term of office of the Pro Vice-Chancellor.
- e. appoint each Assistant Dean to a University wide portfolio that is determined by the Vice-Chancellor from time to time.
- f. determine the workload for an Assistant Dean in consultation with the appointed Assistant Dean, taking account of the requirements of the appointment.

(22) Appointment as Assistant Dean is conditional on completion of supervisor training, as determined by the Vice-Chancellor.

Acting Assistant Dean

(23) In the event of absence of an Assistant Dean for a period exceeding five consecutive working days, the Pro Vice-Chancellor shall appoint an Acting Assistant Dean, normally from amongst the Professors or Associate Professors of the Faculty, with an Acting Assistant Dean allowance as determined by the Vice-Chancellor from time to time.

Section 5 - Faculty Board

(24) 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.

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Election of Members other than Ex Officio Members

The below clause used to read: "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." Amended because: the By Law contains election protocols relating to Council; and the Constitution of the Academic Senate does not contain any election protocols. The Act Section 29 1b is more relevant.

(25) The process for election of members of a Faculty Board will be consistent with sound and democratic electoral practices, procedures and methods of voting, in accordance with the [University of Newcastle Act 1989 No 68](#).

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Terms of Office

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

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Vacancies

The below clause used to read: “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.” Edited for ease of understanding/reading. However??? elections need to be in accordance with Clause 10. Michelle - this needs to be clarified.

(27) Vacancies for elected positions listed in the Faculty Terms of Reference shall be filled in accordance with the process described in the Faculty Board Terms of Reference, as approved by the Academic Senate.

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Functions of Faculty Board

(28) 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.

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Subsidiary Bodies

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

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

The following heading and clause has been removed as it is out of date:

“Secretary

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

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Meetings

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

Recommend the Standing Orders of the Academic Senate are uploaded to the Policy Library. Have emailed Kim Davis to confirm the PDF available on the UON website is current.

Below heading changed from section heading to major heading, as it relates to the Faculty Board.

Quorum and Conduct of Urgent Business

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

Have moved "Section 6 - Communication" to under the Faculty Executive Group as it seems to relate to this group rather than the Faculty Board. However, if the FEG and Board are one in the same it can be moved back and text edited to reflect board rather than FEG.

Section 6 - Faculty Progress and Appeals Committee

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

- a. the Deputy Head of College, 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.

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

Point b edited to reflect that the responsibilities for Appeal Against A Final Result are in the Course Management Assessment and Procedure Manual. Point C and d added as these policies also nominates responsibilities to the FPAC.

- a. the [Program Management Manual - Coursework](#) (Section 9);
- b. the [Appeal Against a Final Result](#) Procedure in the [Course Management and Assessment Manual](#) ;
- c. the [Bachelor Honours Policy](#);
- d. the [Admissions Manual - Coursework and Enabling Programs](#); and
- e. any other student progress or appeals issue forwarded to it by the Pro Vice-Chancellor.

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

Status and Details

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Effective Date	To Be Advised
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Approval Authority	
Approval Date	To Be Advised
Expiry Date	Not Applicable
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