

# Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers

## Section 1 - Interpretation

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

- a. "Faculty" means a Faculty established within the University by the Council;
- b. "Faculty Board" means the Board constituted under the [Rules Governing Faculties](#).

## Section 2 - Deans

(2) The title "Dean" is a courtesy title conferred by the Vice-Chancellor.

(3) Use of the title "Dean" 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.

(4) Where a Pro Vice-Chancellor or Head of School has the courtesy title "Dean", Clause 3 also applies.

## Section 3 - Functions of Pro Vice-Chancellor (PVC)

(5) There shall be a Faculty Pro Vice-Chancellor who shall be the Executive Head of the Faculty and shall preside at all meetings of the Faculty Board at which the Pro Vice-Chancellor is present.

(6) The Pro Vice-Chancellor shall be responsible to the Vice-Chancellor for academic leadership, and the efficient and effective operation of the Faculty.

(7) The Pro Vice-Chancellor shall also have a University-wide portfolio, assigned by the Vice-Chancellor.

## Section 4 - Deputy Head of Faculty

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

(9) The Deputy Head of Faculty is the standing Deputy to the Pro Vice-Chancellor, and shall act as Acting Pro Vice-Chancellor in absences of the Pro Vice-Chancellor. The Deputy Head of Faculty shall also assist the Pro Vice-Chancellor in such matters as the Pro Vice-Chancellor may from time to time determine.

(10) The Vice-Chancellor shall, in consultation with the Pro Vice-Chancellor, appoint a member of the Faculty as Deputy Head of Faculty in accordance with Clause 11 to hold office for such period within the term of office of the Pro Vice-Chancellor as the Vice-Chancellor may determine.

(11) Deputy Head of Faculty

- a. A Deputy Head of Faculty is appointed by the Vice-Chancellor in consultation with the Pro Vice-Chancellor of the

Faculty concerned.

- b. The Vice-Chancellor shall report the appointment to the Council.
- c. Before proceeding to consultation with the Vice-Chancellor, the Pro Vice-Chancellor shall:
  - i. consider first Professors or Associate Professors in the Faculty for appointment as Deputy Head of Faculty;
  - ii. consult with staff in the Faculty; and
  - iii. consult with relevant staff outside the Faculty.

## **Section 5 - Assistant Dean**

(12) The Pro Vice-Chancellor shall appoint members of the Faculty as Assistant Deans to hold office for such period within the term of office of the Pro Vice-Chancellor as the Pro Vice-Chancellor may determine. The Pro Vice-Chancellor shall consult members of the Faculty prior to making the appointment.

(13) The Pro Vice-Chancellor shall first consider the Professors and Associate Professors of the Faculty for appointments as Assistant Deans and must obtain the approval of the Deputy Vice-Chancellor in the event that a proposed appointment of an Assistant Dean is other than a Professor or Associate Professor.

(14) An Assistant Dean shall be appointed by the Pro Vice-Chancellor to each University-wide Portfolio, the portfolio being determined by the Vice-Chancellor from time to time.

(15) An Assistant Dean shall be a member of a University-wide Portfolio Committee as determined by the Pro Vice-Chancellor or prescribed by the Terms of Reference of such a Committee.

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

(17) 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.

(18) The Pro Vice-Chancellor shall determine the workload for an Assistant Dean in consultation with the Assistant Dean, taking account of the requirements of the appointment.

## **Section 6 - Acting Faculty Positions**

### **Acting Pro Vice-Chancellor**

(19) In the event of absence of the Pro Vice-Chancellor for a period exceeding five consecutive working days, the Deputy Head of Faculty 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.

### **Acting Deputy Head of Faculty**

(20) In the event of absence of the Deputy Head of Faculty 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 Faculty, with an Acting Deputy Head of Faculty allowance as determined by the Vice-Chancellor from time to time.

### **Acting Assistant Dean**

(21) 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 7 - Presiding Member and Voting Rights**

(22) The Pro Vice-Chancellor 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 the Rules Concerning Pro Vice-Chancellors, Assistant Deans and Other Faculty Officers. The Pro Vice-Chancellor may choose to preside at any meeting of any such committee subject to the rights of the Chancellor, Deputy Chancellor and Vice-Chancellor.

(23) The Pro Vice-Chancellor, 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.

## **Section 8 - Supervisor Training**

(24) Appointments as Deputy Heads of Faculty and Assistant Deans are conditional on the supervisor training being successfully completed, as determined by the Vice-Chancellor.

Note:- "Dean in the context of these Rules does not include "Dean, The University of Newcastle Graduate School" or other University-wide Dean positions as identified by the Vice-Chancellor.

## Status and Details

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Effective Date	23rd February 2015
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Responsible Executive	Daniel Bell University Secretary
Enquiries Contact	Daniel Bell University Secretary <hr/> Governance and Assurance Services

## Glossary Terms and Definitions

**"Courtesy title"** - An academic title conferred by the University on a distinguished academic outside the normal appointment/promotion process and either subsequent to their service to the University, or for the term of their appointment as a visiting or conjoint appointee.