Induction Handbook

For members of Academic Board and the standing committees

Prepared by:
Chair, Academic Board and Academic Secretariat

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Welcome to the Academic Board of Federation University Australia. The University has changed significantly over the last 135 years and will continue to evolve, but our focus on delivering the highest educational outcomes for our students and communities, both regional and international, is a constant. As a member of Academic Board, your active contribution is vital to the academic functioning and progress of our University.

Our Academic Board has over-arching responsibility for academic governance at the University. It is a committee of Council and the principal academic body of the University. Its role is to govern how we establish, maintain and monitor all aspects of our learning, teaching, research and scholarly activities to ensure we maintain high academic standards. Academic Board is empowered by a long tradition of rigorous academic evaluation and independence. It is guided by the values of the University which include:

- intellectual responsibility
- ethical practice
- respect for others
- service to our communities
- learning throughout life
- commitment to our regional, national and international links and responsibilities
- innovative in our commitment to environmental sustainability.

Our University is a dynamic regional university offering secondary schooling, Vocational Education and Training (VET), higher education and research opportunities to our communities. Academic Board works collaboratively to direct all aspects of academic life at the University.

I invite new members to use this *Induction Manual* as a resource. It presents the context in which the Board operates as a governance structure, along with procedural pointers for effective meetings.

As Chair, I welcome you to Academic Board and I encourage you to read the manual and I look forward to your contribution to the University’s academic governance.

Associate Professor Kim Dowling
Chair, Academic Board
# Table of Contents

<table>
<thead>
<tr>
<th>Welcome</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federation University Australia – a new era in education</td>
<td>4</td>
</tr>
<tr>
<td>The University Council</td>
<td>5</td>
</tr>
<tr>
<td>Academic governance</td>
<td>5</td>
</tr>
<tr>
<td>Academic standards</td>
<td>6</td>
</tr>
<tr>
<td>Academic Board</td>
<td>8</td>
</tr>
<tr>
<td>Academic Board terms of reference</td>
<td>8</td>
</tr>
<tr>
<td>Membership</td>
<td>10</td>
</tr>
<tr>
<td>Term of office of Academic Board members</td>
<td>11</td>
</tr>
<tr>
<td>Removal and resignation of Academic Board members</td>
<td>11</td>
</tr>
<tr>
<td>Chair and deputy chairs</td>
<td>11</td>
</tr>
<tr>
<td>Attendance at meetings and apologies</td>
<td>12</td>
</tr>
<tr>
<td>2018 Membership</td>
<td>13</td>
</tr>
<tr>
<td>Academic Board proceedings</td>
<td>14</td>
</tr>
<tr>
<td>How to submit an item to an Academic Board meeting</td>
<td>15</td>
</tr>
<tr>
<td>Meeting procedures</td>
<td>15</td>
</tr>
<tr>
<td>Motions and amendments</td>
<td>15</td>
</tr>
<tr>
<td>Quorum</td>
<td>16</td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>16</td>
</tr>
<tr>
<td>Confidentiality &amp; privacy (in-camera)</td>
<td>17</td>
</tr>
<tr>
<td>Minutes of meetings</td>
<td>18</td>
</tr>
<tr>
<td>Resolutions &amp; action Items</td>
<td>18</td>
</tr>
<tr>
<td>Roles and responsibilities</td>
<td>18</td>
</tr>
<tr>
<td>Chairs of Federation University Australia Academic Board</td>
<td>20</td>
</tr>
<tr>
<td>Standing committees of Academic Board</td>
<td>21</td>
</tr>
<tr>
<td>Chairs of standing committees - 2018</td>
<td>22</td>
</tr>
<tr>
<td>Roles and responsibilities of the chairs of standing committees</td>
<td>22</td>
</tr>
<tr>
<td>Further information</td>
<td>23</td>
</tr>
<tr>
<td>References</td>
<td>23</td>
</tr>
</tbody>
</table>
Federation University Australia – a new era in education

Federation University Australia is headquartered in Ballarat with campuses from Berwick in Melbourne, to Gippsland in the east and Horsham in the west. We strive to offer life changing education opportunities across regional Victoria to all who choose to take up the challenge.

FedUni is the only regional university in Victoria offering higher education, technical and vocational programs plus significant research opportunities.

We aim to offer a high quality education experience that inspires our students to succeed and our communities to thrive.

The name Federation University Australia conveys the scope and capacity of our University. It reflects the regional focus and collaboration among a federated network of campuses in Victoria, and our national and international reach in research and teaching collaborations.

Federation University Australia is developing, high-quality programs to meet the needs of industry and employers, particularly within our region. We are very proud of the excellent employment prospects and careers of our graduates – and work hard to ensure this success continues.

We are proudly regional in focus, national in scope and international in reach. Federation University Australia is a place where our students continually learn to succeed.
The University Council

The Council is the governing authority of the University and is responsible for the direction and superintendence of the University. The governance model of the University is based on its Council being comprised largely of external members but including members of the University's key internal stakeholders: the Vice-Chancellor and Chair of Academic Board.

External and internal members play a significant role in Council's major committees. External members contribute independent judgement and a range of expertise that is not readily available at the University. However, external members may have less detailed knowledge of the institution than their internal counterparts. This mixed membership of the governing body is designed to ensure appropriate governance accountability for the University.

The Council is chaired by the Chancellor of the University, Dr Paul J H Hemming, AO.

Academic governance

The principal academic governance body of the University is the Academic Board. The governing legislation for Academic Board is Statute 2.2 Academic Board (pdf, 32kb). The Board is comprised of 30 members – a mixture of ex-officio and elected members drawn from academic and teaching staff, members of the senior management team, general and professional staff and students, from across the University.

The purpose of Academic Board is:

- to provide academic oversight of academic programs and courses of study in higher education and vocational education and training across the University
- to advise Council on the conduct and content of those programs and courses.

The Board, by resolution, may constitute and appoint such committees, as it thinks fit. A committee appointed by the Board must report to the Board on its activities at such times and in such manner as the Board directs. The Academic Board completes an annual assessment of its performance and ensures that the highest academic standards are met.
Academic standards

Since January 2012, the Tertiary Education Quality Standards Agency (TEQSA) has registered and evaluated the performance of higher education providers according to the Higher Education Standards Framework. The Framework comprises five domains:

1. provider standards
2. qualification standards
3. teaching and learning Standards
4. information standards
5. research standards.

The provider and qualification standards are collectively the ‘threshold standards’ which all providers must meet in order to enter and remain within Australia’s higher education system.

TEQSA undertakes both compliance and quality assessments. Compliance assessments include auditing a provider’s compliance with the Threshold Standards for registration as a higher education provider. Quality assessments can either be an assessment of the quality of an individual provider, or a review of an issue across a number of providers (a thematic review).

Academic Standards at Federation University Australia are currently governed by Objects of the FedUni Act which states that the University will strive to:

- provide and maintain a teaching and learning environment of excellent quality offering higher education at an international standard;
- provide vocational education and training, further education and other forms of education determined by the University to support and complement the provision of higher education by the University;
- undertake scholarship, pure and applied research, invention, innovation, education and consultancy of international standing and to apply those matters to the advancement of knowledge and to the benefit of the well-being of the Victorian, Australian and international communities;
- equip graduates of the University to excel in their chosen careers and to contribute to the life of the community;
- serve the Victorian, Australian and international communities and the public interest by:
  - enriching cultural and community life;
  - elevating public awareness of educational, scientific and artistic developments;
  - promoting critical and free enquiry, informed intellectual discourse and public debate within the University and in the wider society;
• use its expertise and resources to involve Aboriginal and Torres Strait Islander people of Australia in its teaching, learning, research and advancement of knowledge activities and thereby contribute to:
  o realising Aboriginal and Torres Strait Islander aspirations; and
  o the safeguarding of the ancient and rich Aboriginal and Torres Strait Islander cultural heritage;
• provide programs and services in a way that reflects principles of equity and social justice;
• confer degrees and grant diplomas, certificates, licences and other awards;
• utilise or exploit its expertise and resources, whether commercially or otherwise.

Quality at FedUni is centred on encouraging student engagement in learning, creating supportive learning communities, and enhancing and recognising teaching through responsive course and program design.

The Academic Board is responsible for ensuring the highest academic standards are reached through our quality systems, and our learning and teaching policy and plan.

Academic Board also strives for academic integrity, a high-quality driven academic culture across all campuses and partner providers, and across our research and related endeavours.
Academic Board

The Academic Board is constituted under the Federation University Australia Act, 2010 for the purposes of academic oversight of prescribed programs and courses of study of higher education and technical and further education.

The Board may discuss and submit to Council an opinion on any matter relating to prescribed programs of the University and, in particular, may make recommendations to Council with respect to instruction, studies, discipline, examinations, assessments, research, degrees and diplomas.

Academic Board terms of reference

The Academic Board’s full Terms of Reference are contained in Federation University Australia Statute 2.2 Academic Board (pdf, 32kb) and Regulation 2.2.2 Academic Board (pdf, 37kb).

The Statute lists the responsibilities of the Board as:

(1) The Academic Board will be responsible for the supervision and development of academic activities of the University, including the maintenance of high standards in teaching and research, and communication with the academic community through the Schools and Portfolios.

(2) In addition to the powers and duties conferred or imposed upon it by the Act, the Academic Board, subject to the Statutes and Regulations of the University and any resolution of the Council shall:
   a) provide advice to Council on matters pertaining to academic strategic issues;
b) make recommendations to Council on matters pertaining to teaching and learning;

c) make recommendations to Council on matters pertaining to research and research training;

d) establish policies and procedures for approval of programs and TAFE courses and monitor compliance with such policies and procedures;

e) monitor quality assurance in respect of programs and TAFE courses including admission to programs, content, assessment and student progress;

f) make recommendations to Council on the approval of programs;

g) make recommendations to Council on requirements for conferral or granting of degrees, diplomas and certificates for undergraduate, honours and postgraduate coursework programs offered by the University;

h) communicate with the academic community through the Schools and Portfolios.
Membership

Academic Board consists of 30 member positions. 18 are ex-officio members and 12 elected members from academic, teaching, professional and general staff, and students of the University.

(a) The Ex Officio Members

Vice-Chancellor
Deputy Vice-Chancellor (Academic)
Deputy Vice-Chancellor (Research and Innovation)
Deputy Vice-Chancellor (Student Support and Services)
Executive Deans and Executive Directors of Faculties:
Manager, Aboriginal Education Centre
University Registrar

Chairs of the Standing Committees of Academic Board:
- Academic Board Executive Committee
- Appeals Committee
- Higher Education Curriculum Committee
- Learning and Teaching Committee
- Research Committee
- Research Higher Degrees Committee
- VET Curriculum and Quality Committee

(b) Elected

Twelve elected members being:
(a) the Chair and two Deputy Chairs of Academic Board
(b) two VET teaching staff
(c) two Higher Education academic staff (Level A-C)
(d) two Professoriate staff (Level D-E)
(e) one student elected by and from Students enrolled at the University
(f) two general/professional staff.

(c) Co-opted members

Members may be co-opted by the Academic Board following nomination by the Academic Board Executive, and approved by the Board for the purpose of achieving an informed perspective on the powers and duties of the Board.
Term of office of Academic Board members

Elected staff hold office for a term of two years with a maximum of three consecutive terms; elected students hold office for a term of one year; and a co-opted member would hold office for a term designated by the Board when appointed, and may be re-appointed.

Removal and resignation of Academic Board members

Where an elected member or a co-opted members expects to be absent for up to three consecutive Academic Board meetings in a calendar year, the member must seek a leave of absence in writing from the Chair of Academic Board at the first meeting of the Board after it becomes known to the member that the absence is likely.

The Academic Board may remove an elected or a co-opted member from office if:

(a) the member, without the approval of the Academic Board, fails to attend three consecutive meetings;
(b) in the opinion of the Academic Board the performance by the member of his or her duties has been found to be unsatisfactory; or
(c) in the opinion of the Academic Board the member has engaged in misconduct of a serious or recurrent nature.

An elected or co-opted member of the Academic Board other than the Chair may resign by writing delivered to the Chair.

Where an elected or co-opted member expects to be absent from more than three Academic Board meetings in any calendar year without the approval of the Academic Board, the member must resign their position from the Board in writing delivered to the Chair at the first meeting of the Board after it becomes known to the member that the absence is likely.

Any member's office which becomes vacant by resignation will be filled in the manner prescribed for filling of casual vacancies.

Chair and deputy chairs

The Academic Board elects from its members a Chair and two Deputy Chairs, in accordance with Statute 7.2 Elections by Members of Boards (pdf, 59kb).

The election of the Chair and Deputy Chairs is held during the last quarter of the year before they take office. The Chair and the Deputy Chairs hold office for two years ending on the 31st of December. Normally a Deputy Chair office falls vacant in each year to provide continuity in the role. The Chair and the Deputy Chairs are eligible to be re-elected at the end of their term, but only for a maximum of three consecutive terms.

The Chair may resign in writing to a meeting of the Academic Board.
Attendance at meetings and apologies

Members must make every effort to attend all meetings of Academic Board. Members who are unable to attend a meeting should, as a matter of courtesy, convey their apologies to the Executive Officer before the start of the meeting. Such apologies are announced at the meeting and are recorded in the minutes.

Ex-officio members only, may nominate the person approved to act in their position during an absence, to represent them at a Board meeting.
## 2018 Membership

### Membership Category

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>Term End</th>
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</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Associate Professor Kim Dowling</td>
<td>31/12/18</td>
</tr>
<tr>
<td>Deputy Chair</td>
<td>Associate Professor Elisa Backer</td>
<td>31/12/18</td>
</tr>
<tr>
<td>Deputy Chair</td>
<td>Associate Professor Mark Myers</td>
<td>31/12/19</td>
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### Ex-officio Members

**VC and DVCs**

<table>
<thead>
<tr>
<th>Member</th>
<th>Name</th>
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<tbody>
<tr>
<td>4</td>
<td>Vice-Chancellor</td>
</tr>
<tr>
<td>5</td>
<td>DVC (Research &amp; Innovation)</td>
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<tr>
<td>6*</td>
<td>DVC (Academic)</td>
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<tr>
<td>7</td>
<td>DVC (Student Support &amp; Services)</td>
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</tbody>
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### Chairs of Standing Committees

<table>
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<tr>
<th>Chair</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>Chair, Appeals Committee</td>
</tr>
<tr>
<td>9</td>
<td>Chair, Higher Education Curriculum Committee</td>
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<tr>
<td>10</td>
<td>Chair, Learning &amp; Teaching Committee</td>
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<tr>
<td>11</td>
<td>Chair, Research Committee</td>
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<tr>
<td>12</td>
<td>Chair, Research Higher Degrees Committee</td>
</tr>
<tr>
<td>13*</td>
<td>Chair, VET Curriculum and Quality Committee</td>
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</table>

### Executive Deans, Executive Directors

<table>
<thead>
<tr>
<th>Member</th>
<th>Name</th>
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<tbody>
<tr>
<td>13</td>
<td>Faculty of Education and Arts</td>
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<tr>
<td>14</td>
<td>Faculty of Health</td>
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<tr>
<td>15</td>
<td>Faculty of Science and Technology</td>
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<tr>
<td>16</td>
<td>Federation Business School</td>
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<tr>
<td>17</td>
<td>Federation College</td>
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<td>18</td>
<td>FedUni TAFE</td>
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<td>19</td>
<td>Director, Library Services</td>
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<td>20</td>
<td>Manager, Aboriginal Education Centre</td>
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<tr>
<td>21</td>
<td>University Registrar</td>
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### Elected Members

<table>
<thead>
<tr>
<th>Member</th>
<th>Name</th>
<th>Term End</th>
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<tbody>
<tr>
<td>22</td>
<td>Student Senate representative</td>
<td>tba</td>
</tr>
<tr>
<td>23</td>
<td>Two General staff</td>
<td>Ms Angela Smith</td>
</tr>
<tr>
<td>24</td>
<td>Two General staff</td>
<td>Mr Andrew Henwood</td>
</tr>
<tr>
<td>25</td>
<td>Two VET staff</td>
<td>Mr Scott Hovey</td>
</tr>
<tr>
<td>26</td>
<td>Two VET staff</td>
<td>Ms Claire Rasmussen</td>
</tr>
<tr>
<td>27</td>
<td>Two HE academics (Level A-C)</td>
<td>Dr Somakanthie Pillay</td>
</tr>
<tr>
<td>28</td>
<td>Two HE academics (Level A-C)</td>
<td>Dr Patrick O'Leary</td>
</tr>
<tr>
<td>29</td>
<td>Two Professoriate members (Level D-E)</td>
<td>Associate Professor Kathleen Moore</td>
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<tr>
<td>30</td>
<td>Two Professoriate members (Level D-E)</td>
<td>tba</td>
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</tbody>
</table>
Academic Board proceedings

Academic Board schedules eight meetings each year, with two of these held as provisional. The Academic Board Executive Committee, on behalf of Academic Board, conducts any urgent business of a routine nature arising between meetings.

Academic Board meetings are usually held in the Council Room at Mt Helen Campus and video-conferenced to 2W263 at Churchill Campus on a Wednesday from 1.30-3.30 pm.

The deadline for agenda items is ten working days prior to the meeting. We aim to distribute the agenda papers five working days before each meeting. The unconfirmed minutes of the meeting are distributed after the meeting following the Chair’s approval.

Nameplates are provided at each meeting to assist members to identify each other. Collect your nameplate as you enter the Council Room before meetings start, and take it to wherever you choose to sit for the meeting.

It is important to remember that an Academic Board member does not “represent” the constituent body by which they were elected. Elected Academic Board members act in accordance with their own view on issues considered, which may not be the view of their constituent body.

Academic Board agendas are comprised of five types of items:

**Items for noting:** these items are for the attention of Board members, but no discussion is required. However, if a Board member wishes to discuss an item, they can request that the item be starred.

**Items for accepting:** items for accepting/acknowledging are received by the Board e.g. annual reports from Standing Committees.

**Items for endorsing:** items from other bodies seeking support of a recommendation e.g. policies/procedures from other areas of the University that may have relevance to academic matters. The recommendations or actions do not require Academic Board approval.

**Items for approval:** items that need regulatory approval from the Board e.g. new programs, discontinued programs, and changes to statutes and regulations. These items may also need to be recommended to Council or Council Executive for approval.

**Items for discussion:** items to be discussed by the Board but approval is not a requirement e.g. strategic issues emerging from Government edicts.

‘Starred’ items

Items on the agenda which are ‘starred’ (e.g. have a star beside the item) are identified to be discussed at the meeting. It is assumed that all other ‘unstarred’ items on the agenda will not be discussed. Members are given the chance at the beginning of the meeting to request that the Chair star an item for discussion if it has not been starred.

Items for noting are for consideration, but if not starred, will be assumed as noted. Items for accepting, endorsing and approval require a resolution and are often passed onto Council or another committee for noting, approval, or further action.
How to submit an item to an Academic Board meeting

(a) Academic Board Members

(i) Any Academic Board member who wishes to include an item on the agenda for an Academic Board meeting, must advise the Executive Officer by the deadline for agenda items, and provide sufficient background information for the Board to consider. The initial advice need not necessarily be in writing and the Executive Officer will be available to assist in this regard.

(ii) The Executive officer will advise the Chair of Academic Board of the nature of the request to determine:
- if the matter will be placed on the agenda
- if the matter should be referred instead to a standing committee of Academic Board
- if the matter should be referred elsewhere.

(b) Non-Academic Board Members

(i) Non-members may approach the Executive Officer, preferably in writing, to have a matter considered by the Academic Board.

(ii) The Executive Officer will advise the Chair, Academic Board who will determine:
- if the matter should be accepted for Academic Board’s attention
- if the matter should be referred to another committee of the University
- if the matter should be referred elsewhere

(iii) The Chair, Academic Board consults the Academic Board Executive Committee about the agenda for upcoming meetings of Academic Board, and may raise the matter for their advice.

(iv) The person submitting the matter will be advised of the outcome.

Meeting procedures

Academic Board meetings are governed by the Academic Board Standing Orders (pdf, 173 kb) and Statute 1.3 Meetings (pdf, 10kb).

The procedures for motions and amendments at meetings are summarised below:

Motions and amendments

- A motion or amendment shall be couched in definite and precise language and should usually be affirmative in form.
- An amendment shall relate to the matter involved in the motion and not to some other matter.
- An amendment which is a direct negative of the motion shall be disallowed.
- Only one motion or amendment may normally be accepted at a time. However, a member may speak against a motion or amendment by drawing attention to a foreshadowed motion or amendment to be moved if the motion or amendment before the meeting is defeated.
- The following constitute motions or amendments that are considered out of order:
  (a) a motion or amendment which is substantially the same as a motion or amendment that has been previously carried at the meeting;
  (b) a motion or amendment which is substantially the same as a motion or amendment that has been previously defeated at the meeting; or
(c) a motion or amendment which is inconsistent with a prior motion or amendment that has been previously passed at the meeting.

- Debate on a motion or amendment shall be immediately suspended, even if a person is speaking, if any of the following motions is moved and seconded:
  
  (a) that the speaker no longer be heard;
  
  (b) that the matter be postponed;
  
  (c) that the Board proceed to the next item of business;
  
  (d) that the matter be referred back to the Committee which submitted the proposal;
  
  (e) that the question not now be put;
  
  (f) that the question now be put; or
  
  (g) that the Board now adjourn.

- No person who has already spoken to the motion or to an amendment may move in terms of (c) or (e). Motions (a), (c) and (g) are not debatable save that the Chair may express the view that the matter has not been adequately debated and suggest that the procedural motion should not be carried. Motions (a), (e), (f) and (g) are carried only if at least two-thirds of the members present vote in favour of the motion. If motion (f) is carried in relation to an original motion, the mover of that motion may exercise the right of reply to the substantive debate before the motion is put.

- The Chair may refuse to grant the mover of the motion the right to reply until it is clear to the Chair that no other member desires to speak to the motion or to move an amendment.

- The seconder of a motion may reserve the right to speak later, provided the seconder does not otherwise speak when seconding the motion.

- The mover of an amendment has no right of reply.

- Notwithstanding any other provision of the Academic Board Standing Orders, at any time during a debate a member may foreshadow a motion or amendment provided that the member shall not at the time speak to the motion or amendment which is foreshadowed.

- As soon as the debate on a motion or amendment has concluded, the Chair shall put the motion or amendment.

Questions relating to the affairs of the University may be put through the Chair to any member present. The Chair may disallow any question. Subject to AB Standing Order 3.4, answers to questions may not be debated or lead to a motion at that meeting.

**Quorum**

A quorum is defined as 50% of the voting membership. A meeting may not start without a quorum. If a quorum is not present after 30 minutes (or time determined by the Chair) the meeting will be lapse. If a lack of quorum occurs during the meeting, the meeting will be adjourned to another time determined by the Chair. Where a meeting is adjourned for lack of a quorum, the reconvened meeting will normally deal only with matters listed for the original meeting not yet dealt with.

**Conflict of interest**

Sometimes an issue discussed at Academic Board or a standing committee may cause a member to have a conflict of interest. If a conflict of interest occurs the following procedural points apply:

(1) A member of a body who has a pecuniary or other conflict of interest in a matter being considered or about to be considered by the body must, as soon as practicable after
the relevant facts have come to his or her knowledge, declare the nature of the
interest at a meeting of the body or in writing addressed to the chair of the body.

(2) If the chair of a body receives a written declaration under sub-section (1), the chair
must report it, or cause it to be reported, at the next meeting of the body.

(3) The person presiding at a meeting at which a declaration is made under sub-section
(1) or reported under sub-section (2) must cause a record of the declaration to be
made in the minutes of the meeting.

(4) After a declaration is made under sub-section (1) by a member of the body -
(a) unless the body otherwise directs, the member must not be present during
any deliberation with respect to that matter;
(b) the member is not entitled to vote on the matter; and
(c) if the member does vote on the matter, the vote must be disallowed.

(5) Notwithstanding the provisions of any other Statute or any Regulation, the Council
may remove a member of a body from office as a member of the body if a member
fails to disclose a pecuniary or other conflict of interest as required by this section.

Confidentiality & privacy (in-camera)

At times items discussed by the Academic Board will be considered too sensitive in
nature to be released to the University at large. When this occurs a portion of the
meeting will be held ‘in-camera’. The Chair will ask observers or other non-members
present to leave the meeting while the in-camera item is discussed. A record of these
items normally retained in an ‘in-camera’ version of the minutes which are distributed to members
only.

Matters considered as confidential business – in-camera

- The Board shall consider the following matters as in-camera items:
  - any matter listed as in-camera on the agenda papers or in the report of the Board
  - any personal matter affecting an individual staff member or student
  - any business negotiation or other financial matter which the University would
define as “commercial-in-confidence” or which might allow any person to profit
  - any matter determined by the Chair or Vice-Chancellor to be best dealt with as in-
camera
  - any other matter agreed by a majority of the Board members.

- Any papers relating to an in-camera matter will be placed in a separate agenda document,
  appropriately labelled, which will be circulated only to voting members of the Board (i.e. not
to observers).
- Discussion of in-camera matters at a meeting of the Board shall occur after all non-
  confidential business has been concluded. Observers will depart the meeting prior to
commencing discussion of the in-camera matters. The Chair has discretion to ask that an
observer remain for an in-camera discussion if they determine that their input would be directly pertinent to the discussion.

- A member of the Board shall not, without the prior approval of the Chair, directly or indirectly disclose any information concerning in-camera matters, to any person who is not a voting member of the Board.
- Disclosure or discussion of information concerning any Board-related matters, other than in-camera matter, with a person who is not a member of the Board does not constitute a breach of confidence.
- The minutes of the meeting will summarise the outcomes for matters identified as confidential, but the version of the minutes on the web will have all references to confidential matters removed.

**Minutes of meetings**

The Executive Officer prepares the minutes from each meeting of Academic Board and distributes them to members when approved by the Chair after the meeting.

The unconfirmed minutes are presented to the next meeting of the Academic Board for its confirmation. Agendas and minutes are stored in the University’s records management system and constitute a true record of the proceedings of the meetings.

University staff and students can refer to the Academic Board minutes on the Academic Board website.

**Resolutions & action Items**

Resolutions requiring action are added to an action list distributed with the minutes after the meeting. Actions required by non-members will be referred to them with the relevant extract from the minutes.

**Roles and responsibilities**

**The Chair of the Academic Board:**

- is a principal advocate for the educational, research and training programs of the University
- presides over meetings of the Board
- is responsible for ensuring that the Board’s legislative functions are carried out
- is responsible for ensuring the good management of the Board
- actively promotes the Board and its work
- provides senior academic leadership
- is a point of connection between the academic/teaching community and the University Council and the senior management of the University
- carries out duties as prescribed in University legislation
- is a member of the University Council, Council Executive Committee and other committees
- is a member of professorial appointment and promotion committees
- chairs the Academic Board Executive Committee
- is a member of Board Standing Committees and various ad hoc committees and working parties
• is a member of the Aboriginal Education Management Committee
• represents the Board/University, as appropriate, at state and national forums
• approves agenda and minutes for distribution.

The Deputy Chairs of Academic Board:
• act as Chair of the Board when the Chair is absent
• work closely with the Chair to enhance good academic governance
• will be aware of the Board’s legislative functions
• will assist the Chair to ensure the good management of the Board
• will assist the Chair to promote the Board and its work
• are members of the Academic Board Executive Committee (ABEC)
• are members of Academic Board standing committees and its ad hoc committees and working groups, as determined by ABEC.

Elected and ex-officio members of the Academic Board:
• attend scheduled Academic Board meetings having read all relevant documents
• actively contribute to discussion at meetings
• serve as a communication conduit to their Faculty or Portfolio, regarding actions, policies and new developments of the Board or Committee, as appropriate
• organise for feedback to be provided to the Board on actions, policies and new developments, when requested
• clearly distinguish between views/contributions/feedback they are providing as an individual, and views/contributions/feedback they are providing with the intention to represent their Faculty or Portfolio
• declare at the outset of a meeting, any conflict of interest they might have with any matter on the agenda.

The Executive Officer of Academic Board:
• provides secretariat services to Academic Board, its committees, and working parties, including the preparation of agendas and minutes
• provides advice to Board members and staff on relevant legislation, policies and procedures
• coordinates elections for membership of Academic Board and the Board’s standing committees
• provides advice to the Chairs of Academic Board and its standing committees on relevant legislation, policies and procedures
• develops, maintains, reviews and upgrades systems to support the operations of Academic Board and its standing committees
• maintains and develops systems to communicate the proceedings and recommendations of the Board.
Chairs of Federation University Australia Academic Board

There have been four chairs of Academic Board since the University established an Academic Board to oversee academic governance across both sectors of the University:

<table>
<thead>
<tr>
<th>Term</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>2006 - 2007</td>
<td>Associate Professor Trevor Hastings</td>
</tr>
<tr>
<td>2008</td>
<td>Professor Julian Lowe</td>
</tr>
<tr>
<td>2009 – 2012</td>
<td>Professor Todd Walker</td>
</tr>
<tr>
<td>2012 – present</td>
<td>Associate Professor Kim Dowling</td>
</tr>
</tbody>
</table>
Standing committees of Academic Board

Academic Board is served by standing committees and working parties which offer considered and specialist advice to the Board on a range of matters. The current standing committees of Academic Board are:

- Academic Board Executive Committee
- Appeals Committee
- Higher Education Curriculum Committee
- Learning & Teaching Committee
- Research Committee
- Research by Higher Degrees Committee
- VET Curriculum and Quality Committee

Visit the Academic Board website to see the current membership and terms of reference of each of these committees.
Chairs of standing committees - 2018

<table>
<thead>
<tr>
<th>Standing Committee</th>
<th>Chair</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Board Executive Committee</td>
<td>Associate Professor Kim Dowling</td>
</tr>
<tr>
<td>Appeals Committee (Acting)</td>
<td>Associate Professor Kim Dowling</td>
</tr>
<tr>
<td>Higher Education Curriculum Committee</td>
<td>Associate Professor Jenene Burke</td>
</tr>
<tr>
<td>Learning &amp; Teaching Committee</td>
<td>Associate Professor Barbie Panther</td>
</tr>
<tr>
<td>Research Committee</td>
<td>Professor Fadi Charchar</td>
</tr>
<tr>
<td>Research Higher Degrees Committee</td>
<td>TBA</td>
</tr>
<tr>
<td>VET Curriculum and Quality Committee</td>
<td>Professor Andy Smith</td>
</tr>
</tbody>
</table>

Roles and responsibilities of the chairs of standing committees

The Chairs of standing committees:

- preside over meetings of the committee.
- are responsible for ensuring the standing committee terms of reference are fulfilled.
- are members of relevant ad-hoc committees or working parties.
- approve agendas and minutes for distribution to their Committee.
Further information

The following officers of the University will be pleased to answer any further questions you may have in relation to your role as a member of Academic Board:

**Chair, Academic Board**
Associate Professor Kim Dowling  
k.dowling@federation.edu.au  
Telephone: 5327 9354

**Deputy Chair, Academic Board**
Associate Professor Elisa Backer  
e.backer@federation.edu.au  
Telephone: 5327 9645

**Deputy Chair, Academic Board**
tbc

**Academic Secretariat**
academic.secretariat@federation.edu.au  
Shona Adams  
Telephone: 5327 6699  
Lisa Francis  
Telephone: 5327 6544

References

Visit these web links for information about the Academic Board:

**Academic Board Statutes and Regulations**
Statute 2.2 Academic Board (pdf, 32kb) and Regulation 2.2.2 Academic Board (pdf, 37kb)

**Academic Board general information**
Membership, meeting schedules, agendas and minutes.

**Meeting conduct and procedures**
Standing Orders (pdf, 173 kb)

Further references of interest:

http://federation.edu.au/staff/governance/feduni-council  
http://federation.edu.au/staff/governance/legal  
http://federation.edu.au/staff/governance/academic-board  
http://federation.edu.au/staff/governance/academic-board/standing-committees  