



Principles of Academic Governance Committees

Terms of Reference

The Committees must publish clear terms of reference on the Academic Senate website which outline the Committee's purpose, roles and responsibilities, membership and tenure.

Strategic focus

The Committee should be strategically focussed, providing policy and evaluative oversight of the academic activity for which it is responsible. It is also responsible for advising Academic Senate on those matters in a timely and effective manner.

Independence

Individuals who take part in governance activities do so under the authority of Academic Senate. Stakeholders with expert skills, experience and knowledge will be appointed to the Committee and are required to act in the best interest of the University and work collectively to fulfil the Committee's role. The Chair shall act in an independent capacity and shall not also carry Executive responsibility (at University or Faculty level) for the Committee's area of responsibility, unless otherwise approved by Academic Senate.

Broad and Balanced Membership

The Committee must ensure the broad University community, in all its diversity, is reasonably represented. However, committees are not constituted to represent every possible interest group.

Open meetings

Meetings of the Committee shall be open to members of the University, that is, staff, students and graduates. The dates of meetings of the Committee, and of any working parties thereof, shall be published in the Academic Governance Calendar.

Collegiality

Meetings of the Committee should be typified by discussion and debate that is open and inclusive. Members should feel free to express their views and expert opinions without fear of censure. Committee processes must be transparent and consultative. The Chair is responsible for ensuring that these process standards are observed at all times.

Communication

The Committee must contribute to the implementation of the Academic Senate communication strategy. In particular, it must ensure that its website is up to date and structured to clearly articulate key priorities and strategic initiatives.

Consultative and transparent decision-making processes

All members of the Committee are responsible for consulting early and widely with the broader University community to promote engagement and commitment amongst all stakeholders. All members of the University community have the opportunity to provide meaningful input into decisions and this must be demonstrated in decision-making processes and documentation of these processes.

Prioritisation of Risk

The Committee must ensure that an appropriate system of academic risk oversight and internal controls is in place, in its area of responsibility, to enable effective identification, prioritisation and management of academic risk.