PART 1 PRELIMINARY

1. **Name of rules**
   These Rules may be cited as the ‘Academic Senate Rules’.

2. **Enactment**
   These are Rules made by the Council of Macquarie University under section 29 of the Macquarie University Act 1989.

3. **Commencement**
   These Rules take effect on the day on which they are published on the Internet by means of the website of the University or in another official University publication under section 29(c) of the Macquarie University Act 1989 and section 35(4) of the Macquarie University By-law 2005.

4. **Application**
   The Academic Senate Rules apply to the Academic Senate which is the principal academic body in the University and is to have such powers and duties as may be delegated to it by the Council, subject to the By-law and to any resolution of the Council.

5. **Purpose**
   The purposes of these Rules are to outline the composition; elections procedures; proceedings and functions; and connected matters of the Academic Senate at Macquarie University.

PART 2 INTERPRETATION

6. **Interpretation**
   In these Rules:
   
   * **Academic Senate** means the Academic Senate of the University.
   
   * **By-law** means the Macquarie University By-law 2005.
   
   * **Council** means the Council of the University.
   
   * **Faculty** means an administrative grouping of research, academic and professional staff and students based on the area they teach, support and study.
   
   * **University** means the Macquarie University established by the Macquarie University Act 1989.

   [Note: The Interpretation Act 1987 of New South Wales applies to these Rules].
PART 3 SUBSTANTIVE PROVISIONS

7. Composition

1) The Academic Senate comprises ex-officio and elected members:
   a. the Vice-Chancellor;
   b. the Chair of Academic Senate;
   c. the Deputy Chair of Academic Senate;
   d. the Deputy Vice-Chancellors and the Pro Vice-Chancellors;
   e. the Executive Deans of Faculties;
   f. the Dean of Higher Degree Research;
   g. the Head of Department of Indigenous Studies;
   h. the University Librarian;
   i. four members from each of the Faculties of Arts, Business and Economics, Human Sciences, and Science and Engineering;
   j. two members from the Faculty of Medicine and Health Sciences;
   k. one member from the non-Faculty electorate;
   l. eight student members; and
   m. up to four additional members appointed by resolution of Academic Senate.

2) Any member identified under rule 7(1)(a), 7(1)(b), 7(1)(c), 7(1)(d), 7(1)(e), 7(1)(f), 7(1)(g) and 7(1)(h) is considered an ex-officio member.

3) Any member under rule 7(1)(i), 7(1)(j) or 7(1)(k) is elected by and from the academic staff from the respective electorates provided that:
   a. only members of the academic staff who are full-time or part-time continuing, or fixed term for three or more years and with fractional appointment of 50 per cent and above are eligible to participate in the election and to be elected; and
   b. of the members elected from each Faculty electorate:
      i. at least one must be a Head of Department or Professor; and
      ii. members must be from different departments.

4) Any student member under rule 7(1)(l) is elected by and from students from the respective electorates, these members being:
   a. one student member from each of the Faculties of Arts, Business and Economics, Human Sciences, and Science and Engineering enrolled in an undergraduate program;
   b. one student member from the Faculty of Medicine and Health Sciences
   c. two student members enrolled in a postgraduate coursework program; and
   d. one student member enrolled in a postgraduate higher degree research program.
8. Elections

1) All elections will be conducted in accordance with Schedule 1 of the By-law.

2) The election for any member under rule 7(3) will be held biennially and the term of office of a member elected at any such election will commence the following January and will expire two years from commencement.

3) The election for any member under rule 7(4) will be held biennially and the term of office of a member elected at any such election will commence in June and will expire two years from commencement.

4) A member who is an ex-officio member of Academic Senate is ineligible for election and if a member elected takes up an ex-officio position, the place occupied by that member will immediately become vacant.

5) Elected members to Academic Senate are eligible to be elected to three consecutive terms of office.

6) When a vacancy occurs in the office of a member of the Academic Senate due to the failure of an electorate to elect a member to the eligible positions, the Academic Senate is to co-opt to membership an eligible member from the relevant electorate, as the case may be.

7) Where a casual vacancy occurs in the office of an elected academic member of the Academic Senate the remaining members of the Academic Senate must proceed to fill the vacancy by co-opting to membership an eligible member from the relevant electorate, as the case may be.

8) Where a casual vacancy exists in the office a student member an election will be held annually to fill the vacancy.

9) A member of the Academic Senate will be deemed to have vacated office if that member:
   a. dies;
   b. resigns that office by notice in writing;
   c. resigns from the University;
   d. proceeds on leave of absence for a period exceeding nine months;
   e. is absent without leave of the Academic Senate from three consecutive meetings of the Academic Senate; or
   f. in the case of an elected student member, ceases to be a student.

10) Where an elected member of the Academic Senate proceeds on leave of absence from the University for a period exceeding three months but less than nine months, the Academic Senate will:
    a. co-opt an eligible member from the relevant electorate, as the case may be, to fill the vacancy for the period of absence but not beyond the expiry of the term of office on Academic Senate of the member proceeding on leave; and
    b. at the conclusion of that period of leave, allow the member on leave to resume membership of Academic Senate for the balance of the term of office.
11) Where a person other than a member of the Academic Senate is appointed to act in the position of an ex-officio member of Academic Senate, that person will for the purposes of these rules become a member of the Academic Senate during the period of such appointment.

12) Where an elected member of the Academic Senate is appointed to an ex-officio role, the members of the Academic Senate must co-opt to membership an eligible member of the academic staff from the relevant electorate during the period of appointment.

13) Where a casual vacancy occurs in the office of a member of the Academic Senate under rule 7(1)(j)(k) a panel comprising the Chair of Faculty Board of the relevant Faculty, and elected members from the relevant Faculty will nominate eligible staff for co-option.

14) The members of the Academic Senate will elect from the members of Academic Senate:
   a. any full-time academic staff member at level D or E to be Chair of Academic Senate; and
   b. any academic staff member to be Deputy Chair of Academic Senate;
   to hold office for the ensuing biennium.

15) The elections of Chair and Deputy Chair of Academic Senate will be held biennially in June and the term of office of a member elected at any such an election will commence on the first day of July following the member’s election and expire two years from commencement.

16) The Chair and Deputy Chair of Academic Senate are eligible to be elected to three consecutive terms of office.

17) A casual vacancy in the office of either the Chair or Deputy Chair of Academic Senate:
   a. is to be filled by members electing one of their number to be Chair or Deputy Chair as the case may be; and
   b. will result in that person holding office for the residue of the term of office of the Chair or Deputy Chair whose place that person has filled.

18) Any period served in filling a casual vacancy under rule 8(14) does not preclude a person from serving a full three terms in that position if elected at a biennial election.

9. **Proceedings**

1) The Registrar of the University, or nominee, is Secretary to the Academic Senate.

2) The number of members who constitute a quorum must be half the membership plus one.

3) All questions which come before the Academic Senate will be decided by the majority of the members present and voting at the meeting and the member presiding at the meeting will have a deliberative vote and, in the case of an equality of votes, a casting vote.

4) The Academic Senate may:
   a. determine its own procedures;
   b. request that other persons attend meetings of Academic Senate; and
   c. establish committees to assist it in connection with the exercise of any of its functions.
10. **General functions of Academic Senate**
   
   1) Advise the Council and the Vice-Chancellor on:
   
   a. academic matters and related activities of the University;
   
   b. measures to safeguard the academic freedom of the University;
   
   c. academic standards and quality, and on teaching effectiveness at the University; and
   
   d. academic priorities of the University.

   2) Provide a forum to facilitate information flow and debate within the University and between the senior executive officers of the University and the wider academic community.

   3) Consider and report on matters referred to it by the Council or by the Vice-Chancellor.

   4) Undertake such other functions as specified in Council resolutions.

11. **Specific functions of Academic Senate**

   1) Approve policies on academic matters.

   2) Approve the establishment, dis-establishment or changes to a degree, diploma, certificate or other award course, including programs of study, majors and award rules and academic requirements to be offered by the University or through a third party provider.

   3) Request, consider and take action on reports from Faculty Boards, and organisational units engaged in supporting the academic activities of the University.

   4) In the absence of a Faculty Board, assume the responsibilities for all general and specific academic matters that would otherwise be performed by the Faculty Board.

   5) Dispense with or suspend any requirements of, or prescription of, the General Coursework Rules, the Higher Degree Research Rules or the Higher Doctoral Degree Rules in any exceptional student case in which it may deem it appropriate to do so.

**PART 4 GENERAL**

12. **Notes**

   Notes in these Rules do not form part of these Rules.