



FACULTY ACADEMIC GOVERNANCE POLICY

Date first approved: 1 July 2013	Date of effect: 11 April 2015	Date last amended: 18 December 2020	Date of Next Review: June 2024
First Approved by:	University Council		
Custodian title & e-mail address:	Senior Manager, Governance Unit governance@uow.edu.au		
Author:	Governance Unit		
Responsible Division & Unit:	Governance Unit governance@uow.edu.au		
Supporting documents, procedures & forms:	Appendix A – Model Terms of Reference - Faculty Executive Committee Appendix B – Model Terms of Reference - Faculty Education Committee Appendix C – Model Terms of Reference - Faculty Research Committee Appendix D – Model Terms of Reference - Faculty International Committee Appendix E – Model Terms of Reference – Faculty Advisory Committee Appendix F – Procedures for Election of Faculty Student Representatives		
Relevant Legislation & External Documents:	University of Wollongong Act, 1989 (NSW) University of Wollongong By-Law, 2005 (NSW) University of Wollongong (Academic Staff) Enterprise Agreement Standards for the Finalisation of Student Results Student Conduct Rules Gold Standard Committee Service Community Engagement Committee – Terms of Reference Community Reference Group – Terms of Reference		
Audience:	Public		

Submit your feedback on this policy document using the [Policy Feedback Facility](#).



Contents

1	Purpose of Policy	3
2	Definitions.....	3
3	Application & Scope - Exclusions or Special Conditions.....	4
4	Policy Principles.....	4
5	The Executive Committee	4
6	Academic Committees of the Faculty	5
7	Elected Faculty Student Representatives	6
8	Student Consultation	6
9	Roles & Responsibilities	6
10	Version Control and Change History	7
	Appendix A – Executive Committee of the Faculty.....	8
	Appendix B – Faculty Education Committee.....	10
	Appendix C – Faculty Research Committee	13
	Appendix D – Faculty International Committee	15
	Appendix E – Faculty Advisory Committee	18
	Appendix F – Procedures for Election of Faculty Student Representatives.....	20



1 Purpose of Policy

1. The academic governance of the faculties of the University of Wollongong shall be conducted in a manner consistent with this policy.

2 Definitions

Word/Term	Definition (with examples if required)
Determined by lot	The name of each candidate who received the same number of votes is written on separate and similar slips of paper, the slips are folded so as to prevent identification and mixed and drawn at random. The candidates whose names are drawn are elected until all available positions are filled.
Education Leader	An academic staff member who is a recognised leader in the teaching and learning activities of the Faculty based on: <ul style="list-style-type: none">• Demonstrated excellence in a field of education recognised as a priority in the Faculty;• Leadership of a school or discipline; or• Leadership in academic governance of Faculty teaching and learning.
Ex-officio	An ex-officio member is a member of a committee by virtue of their position.
Faculty	One of the following faculties of the University of Wollongong: <ul style="list-style-type: none">• Faculty of Business and Law;• Faculty of Engineering and Information Sciences;• Faculty of Science, Medicine and Health; and• Faculty of Arts, Social Sciences and Humanities.
International student	A person whose name appears on the Roll of undergraduate students or the Roll of postgraduate students, both kept under Part 4, Section 14 of the University of Wollongong By-Law (2005), and who is registered as an international student studying onshore, in all cases other than persons so enrolled who are members of the staff of the University.
Members of staff of the University	Includes persons employed by the University for the equivalent of at least 2 days a week: <ol style="list-style-type: none">a. on a continuing basis, orb. for a minimum fixed period of 2 years.
Postgraduate student	A person whose name appears on the Roll of postgraduate students kept under Part 4 Section 14 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.
Research Leader	An academic staff member who is a recognised leader in the research activities of the



	Faculty, based on: <ul style="list-style-type: none">• Demonstrated leadership in a priority field of research for the Faculty;• Leadership in an identified Research Strength;• Academic Leadership of a Global Challenge; or• Leadership of a School, Faculty Research Unit, Centre or Institute.
Roll	List of persons eligible to nominate and vote in an election conducted in accordance with this policy.
Three consecutive terms	Three consecutive terms of office that includes at least one whole term of office for any position for which an election is held in accordance with this policy.
Undergraduate student	A person whose names appears on the Roll of undergraduate students kept under Part 4 Section 13 of the University of Wollongong By-Law (2005), other than persons so enrolled who are members of the staff of the University.

3 Application & Scope - Exclusions or Special Conditions

1. This policy applies to the governance of the faculties of the University of Wollongong.

4 Policy Principles

1. The University has established faculties in order to pursue the academic activities of the University.
2. Each Faculty of the University shall have the following senior academic and general staff positions, the holders of which shall, together with any other positions nominated by the Executive Dean, comprise the executive of the Faculty:
 - a. Executive Dean;
 - b. Associate Dean (Education);
 - c. Associate Dean (Research);
 - d. Associate Dean (International);
 - e. Faculty Executive Manager; and
 - f. Heads of each School.
3. The principal officer of each Faculty shall be the Executive Dean of the Faculty.
4. The Vice-Chancellor may designate another member of the Faculty executive to act in the role in the absence of the Executive Dean for a designated period.

5 The Executive Committee

1. The Faculty executive shall meet and deliberate as the Executive Committee of the Faculty.
2. The Faculty Executive Committee advises the Executive Dean and, as such, is not a decision-making body.



3. The Faculty Executive Committee of the Faculty shall operate in accordance with the minimum requirements set out in Appendix A.

6 Academic Committees of the Faculty

1. Each Faculty shall manage its academic activities through the operations of:
 - a. a Faculty Education Committee, which shall operate in accordance with the minimum requirements set out in Appendix B;
 - b. a Faculty Research Committee, which shall operate in accordance with the minimum requirements set out in Appendix C;
 - c. a Faculty International Committee, which shall operate in accordance with the minimum requirements set out in Appendix D;
2. In addition to the academic committees referred to above, each Faculty shall convene on a regular or ad hoc basis, as required by virtue of relevant University policy documents and other organisational arrangements, other Faculty committees including:
 - a. a Faculty Investigation Committee (refer to the Student Conduct Rules and associated procedures);
 - b. a Faculty Assessment Committee (refer to the Standards for the Finalisation of Academic Results); and
 - c. a Faculty Workload Committee (refer to the University of Wollongong (Academic Staff) Enterprise Agreement).
3. Each Faculty may establish a Faculty Advisory Committee to promote the quality of academic management by the Faculty by providing external expertise and independent perspectives.
4. Where a Faculty determines to establish a Faculty Advisory Committee, it shall operate in accordance with the minimum requirements set out in Appendix F and in consultation with the University's [Community Reference Group](#), [Community Engagement Committee](#) and/or Community Investment Steering Group.
5. The Vice Chancellor is, by virtue of the University of Wollongong By-law 2005, an ex officio member of each committee established under this Policy and may preside at any meeting of any such committee.
6. Each Faculty shall be responsible for the executive support of each committee established under this Policy.
7. The Executive Dean is an ex officio member of each committee established under this Policy and may elect to attend, speak and vote at any meeting of any such committee.
8. Each committee established under this Policy shall operate in accordance with the requirements of its Terms of Reference and shall adopt formal processes for the following:
 - a. Preparation of agendas
 - b. Minuting of meetings
 - c. Induction and support of members
 - d. Planning and Reporting
 - e. Regular evaluation of the effectiveness of the committee.



9. Committees are referred to the [Gold Standard Committee Service for guidance in these areas.](#)

7 Elected Faculty Student Representatives

1. Each Faculty shall have the following Faculty Student Representative positions:
 - a. One (1) Undergraduate Faculty Student Representative;
 - b. One (1) Postgraduate Faculty Student Representative; and
 - c. One (1) International Faculty Student Representative.
2. The election of Faculty Student Representatives shall occur annually, commencing in Week 2 of Autumn Session, and shall be conducted in accordance with the procedures set out in Appendix E of this policy.
3. An extended term of office of twenty (20) months shall be in place for the 2018-2019 term, following which time, the term of office of Faculty Student Representatives shall be two (2) years, commencing from 1 January and ending on 31 December in the following year.

8 Student Consultation

1. Faculties shall, both through the Faculty Student Representatives, and by other means, provide information to and consult with students enrolled in courses offered by the Faculty on academic and student experience related matters.
2. Faculties shall promote student involvement in faculty governance and shall publicise the contact details of its student faculty representatives on the faculty webpage.
3. Faculties shall also provide induction for their student representatives, setting out how representatives can contribute to faculty governance and providing clear indications about the tasks and duties student representatives are required to undertake.
4. The faculty shall seek feedback from student representatives and seek to incorporate improvements to faculty process and communications where appropriate.

9 Roles & Responsibilities

1. Executive Deans are responsible for ensuring Faculty Executive Committees operate in a manner consistent with this Policy.
2. Associate Deans are responsible for ensuring their respective Committees operate in a manner consistent with this Policy.
3. Executive Deans and Faculty Executive Managers are responsible for ensuring that student and community engagement is carried out in accordance with this Policy.
4. Faculties are responsible for ensuring that all committees act in a manner consistent with the University Gold Standard Committee Service.
5. The Governance Unit is responsible for conducting the annual election of Faculty Student Representatives in accordance with this Policy.



10 Version Control and Change History

Version Control	Date Effective	Approved By	Amendment
1	1 July 2013	University Council	First Version.
2	11 September 2013	Vice-Chancellor	Amendment to Section 6 clause 7
3	11 April 2014	University Council	Amendments to reflect the implementation of the new Standards for the Finalisation of Student Results, which replace the previous Assessment Committee Standards.
4	10 April 2015	Vice Chancellor	Minor changes following review of the Policy which includes feedback provided by faculties. Main changes: Section 6 and relevant appendices to emphasise that faculty committees are advisory and not decision-making bodies Section 8: reference to faculties having a Student Consultation Plan removed. Student representatives within faculties must instead be promoted by the faculty and supported by appropriate faculty induction.
5	15 March 2018	Chief Administrative Officer	Administrative amendment to recognise extended term of office for 2018-2019 Faculty Student Representatives (clause 7.3).
6	8 July 2019	Vice Chancellor	Minor amendments following a scheduled review of the Policy. Key faculty stakeholders were involved, with editorial and typographical corrections made where applicable.
7	1 May 2020	Chief Operating Officer	Administrative amendment to update Senior Executive titles.
8	18 December 2020	Chief Operating Officer	Administrative amendments to reflect divisional and faculty realignments.



Appendix A – Executive Committee of the Faculty

The Faculty Executive Committee is an advisory Committee to the Executive Dean and is not a decision-making body. The Executive Committee of the Faculty shall operate in accordance with the following minimum standards with respect to its role and operations:

Terms of Reference

1. The Executive Committee is a formally constituted committee of the Faculty with particular responsibility for overall management of the strategic and operational affairs of the Faculty.
2. The role of the Executive Committee of the Faculty shall include:
 - 2.1. providing advice to the Executive Dean on matters of strategic and operational significance for the Faculty, including the Faculty's performance in achieving the goals specified in the University Strategic Plan and the Faculty Plan;
 - 2.2. overseeing the Faculty's structures, processes and performance in the areas of teaching and learning, research and international activities;
 - 2.3. promoting the Faculty's engagement with the community;
 - 2.4. ensuring the sound financial management and financial sustainability of the Faculty;
 - 2.5. reviewing proposals relating to the development of new courses, the performance of existing courses and the suspension or discontinuation of existing courses offered by the Faculty;
 - 2.6. ensuring academic and general staff of the Faculty are kept informed on matters relevant to the performance of the Faculty; and
 - 2.7. reporting on the activities and performance of the Faculty to the University Council, the Academic Senate, the committees of the Academic Senate and the Vice-Chancellor's Advisory Committee as necessary.

Membership

3. The Executive Committee of the Faculty shall consist of:
 - The Executive Dean as Chair;
 - The Associate Dean (Education):
 - The Associate Dean (Research):
 - The Associate Dean (International):
 - The Faculty Executive Manager;
 - Heads of each School;
 - The Faculty Management Accountant; and
 - Such other members as the committee shall determine.
4. Both genders should be represented on the Committee.



5. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

6. The quorum for a meeting shall be a simple majority of the total number of members of the committee.

Meeting Frequency

7. The Committee will meet at least six (6) times per year.

Committee Operations

8. The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
9. Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.
10. If a conflict is reported the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.
11. Items of a confidential nature may arise from time to time, including:
 - a. Matters related to or touching on the personal affairs of an individual staff member or student;
 - b. any business negotiations or other financial matter which the University would define as “commercial-in-confidence” or which might allow any person to profit; or
 - c. any other matter determined by the Chair to be best dealt with as confidential business.
12. In the event of the Committee considering any potential confidential item, the following arrangements apply:
 - a. The Chair shall have discretion to determine whether an item is a confidential item;
 - b. The Chair’s decision on whether an Item becomes a confidential item is binding;
 - c. If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
 - d. Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.



Appendix B – Faculty Education Committee

The Faculty Education Committee is an advisory Committee to the Executive Dean and the Faculty Executive Committee and is not a decision-making body. The Faculty Education Committee shall operate in accordance with the following minimum standards with respect to its role and operations:

Terms of Reference

1. The Faculty Education Committee is a formally constituted committee of the Faculty with particular responsibility for learning and teaching matters.
2. The role of the Faculty Education Committee shall include:
 - 2.1. monitoring learning and teaching in the Faculty, including:
 - a. course design
 - b. course resourcing and information
 - c. admission criteria
 - d. quality of teaching and learning
 - e. the effectiveness of student assessment and student achievement of learning outcomes
 - f. course monitoring and review

in order to support the University's strategic objectives in learning and teaching and for the UOW student academic experience;

- 2.2. overseeing and reviewing the development and implementation of academic and, where applicable, professional and/or accreditation standards and requirements as well as quality assurance processes in learning and teaching in the Faculty, both onshore and, in conjunction with the Associate Dean (International), offshore;
- 2.3. considering and endorsing proposals for new and amended courses and subjects offered by the Faculty;
- 2.4. considering and endorsing new or amended faculty academic prize proposals;
- 2.5. keeping the Faculty's academic portfolio under regular review;
- 2.6. conducting strategic reviews of subjects and courses to ensure academic standards are being met and that the academic portfolio is aligned to the strategy of the Faculty and is viable;
- 2.7. developing strategies and processes to improve teaching performance within the Faculty, and to recognise teaching excellence;
- 2.8. monitoring and enhancing the student experience;
- 2.9. supporting educational innovation within the Faculty, including the use of leading and emerging technology and contemporary and relevant pedagogy;
- 2.10. monitoring the development and overseeing the implementation of relevant University policies and Faculty procedures and processes in relation to learning and teaching matters;
- 2.11. in conjunction with the Associate Dean (International), overseeing offshore articulation arrangements related to the Faculty's courses;



- 2.12. overseeing the development and enhancement of pathways for prospective and existing students into courses offered by the Faculty, particularly students from groups under-represented in the UOW student population; and
- 2.13. providing regular advice to the Executive Dean, to the Faculty and to the University Education Committee on the Faculty's performance in learning and teaching, including student outcomes, and on other issues relating to learning and teaching in the Faculty.

Membership

3. The Faculty Education Committee shall consist of:
 - The Associate Dean (Education) as Chair;
 - The Associate Dean (International);
 - Not less than three (3) Faculty Education Leaders, nominated by the Executive Dean;
 - The Faculty Executive Manager, or their nominee;
 - One student representative, who shall, where possible, be drawn from the elected Faculty Student Representatives for the Faculty and who shall be nominated by the Executive Dean; and
 - Such other members as the committee shall determine.
4. Both genders should be represented on the Committee.
5. Cross-faculty interests and perspectives on learning and teaching matters shall be taken into account by the Committee through cross-faculty representation on the committee or otherwise. This may include a representative from the Library and the Learning, Teaching and Curriculum team to provide advice and information share on course and subject matters.
6. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

7. The quorum for a meeting shall be a simple majority of the members of the committee.

Meeting Frequency

8. The Committee will meet at least six (6) times per year.

Committee Operations

9. The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
10. Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

11. If a conflict is reported the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.
12. Items of a confidential nature may arise from time to time, including:
 - a. Matters related to or touching on the personal affairs of an individual staff member or student;
 - b. any business negotiations or other financial matter which the University would define as “commercial-in-confidence” or which might allow any person to profit; or
 - c. any other matter determined by the Chair to be best dealt with as confidential business.
13. In the event of the Committee considering any potential confidential item, the following arrangements apply:
 - a. The Chair shall have discretion to determine whether an item is a confidential item;
 - b. The Chair’s decision on whether an Item becomes a confidential item is binding;
 - c. If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
 - d. Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.



Appendix C – Faculty Research Committee

The Faculty Research Committee is an advisory Committee to the Executive Dean and the Faculty Executive Committee and is not a decision-making body. The Faculty Research Committee shall operate in accordance with the following minimum standards with respect to its role and operations:

Terms of Reference

1. The Faculty Research Committee is a formally constituted committee of the Faculty with particular responsibility for promotion and development of research activities and research excellence within the Faculty, and for establishing and maintaining systems and processes to support research activities and research excellence within the Faculty.
2. The role of the Faculty Research Committee shall include:
 - 2.1. reviewing and implementing the Faculty Research Plan;
 - 2.2. developing and supporting research standards for research activity within the Faculty;
 - 2.3. monitoring the development and overseeing the implementation of relevant University policies and Faculty procedures and processes in relation to research matters;
 - 2.4. promoting and developing research excellence within the Faculty, through the University Global Challenges, Faculty based Research Strengths and cross-Faculty, interdisciplinary research;
 - 2.5. overseeing the Faculty strategy to obtain research funding, both internally and externally, and to promoting commercial research relationships and opportunities for the Faculty;
 - 2.6. overseeing matters concerning HDR students within the Faculty, including recruitment, facilities and support, supervision, performance and HDR completions;
 - 2.7. overseeing mechanisms for mentoring, support and funding of Early Career Researchers (ECRs) from the Faculty;
 - 2.8. recommending ranking of Faculty candidates for URC research and research training awards; and
 - 2.9. providing regular advice to the Executive Dean, to the Faculty and to the University Research Committee on the Faculty's performance in research and in relation to other issues relating to research in the Faculty.

Membership

3. The Faculty Research Committee shall consist of:
 - The Associate Dean (Research) as Chair;
 - Not less than three (3) Faculty Research Leaders, appointed by the Executive Dean;
 - The Faculty Executive Manager or their nominee;
 - One student representative, who shall, where possible, be drawn from the elected Faculty Student Representatives for the Faculty and who shall be nominated by the Executive Dean; and
 - Such other members as the committee shall determine.



4. Both genders should be represented on the Committee.
5. Cross-faculty interests and perspectives on research matters shall be taken into account by the Committee, through cross-faculty representation on the committee or otherwise. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

6. The quorum for a meeting shall be a simple majority of the members of the Committee.

Meeting Frequency

7. The Committee will meet at least six (6) times per year.

Committee Operations

8. The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
9. Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.
10. If a conflict is reported, the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.
11. Items of a confidential nature may arise from time to time, including:
 - a. Matters related to or touching on the personal affairs of an individual staff member or student;
 - b. any business negotiations or other financial matter which the University would define as “commercial-in-confidence” or which might allow any person to profit; or
 - c. any other matter determined by the Chair to be best dealt with as confidential business.
12. In the event of the Committee considering any potential confidential item, the following arrangements apply:
 - a. The Chair shall have discretion to determine whether an item is a confidential item;
 - b. The Chair’s decision on whether an Item becomes a confidential item is binding;
 - c. If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
 - d. Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.



Appendix D – Faculty International Committee

The Faculty International Committee is an advisory Committee to the Executive Dean and the Faculty Executive Committee and is not a decision-making body. The Faculty International Committee shall operate in accordance with the following minimum standards with respect to its role and operations:

Terms of Reference

1. The Faculty International Committee is a formally constituted committee of the Faculty with particular responsibility for promoting and monitoring international activities in the Faculty.
2. The role of the Faculty International Committee shall include:
 - 2.1. overseeing the development and implementation of the Faculty International Plan;
 - 2.2. overseeing Faculty international activities including
 - a. onshore international student attraction;
 - b. transnational education (offshore) programs;
 - c. study abroad and student and staff exchange.
 - 2.3. supporting the maintenance of strong and effective relationships with offshore partner institutions;
 - 2.4. developing relationships with international universities of interest, exchange programs and other international alliances related to academic programs and research collaboration;
 - 2.5. supporting the establishment, delivery and marketing of transnational courses by the Faculty;
 - 2.6. in conjunction with the Faculty Education Committee, overseeing and reviewing the development and implementation of academic standards and quality assurance processes in all offshore delivery locations into which the Faculty teaches;
 - 2.7. fostering a culture of internationalisation within the Faculty, supported by mechanisms for valuing and rewarding achievement in internationalisation across the Faculty;
 - 2.8. providing regular advice to the Executive Dean, to the Faculty and to the University Internationalisation Committee on the Faculty's international performance, and in relation to matters related to the Faculty's international activities.

Membership

3. The Faculty International Committee shall consist of:
 - Associate Dean (International) as Chair;
 - Associate Dean (Education);
 - Each Offshore Academic Program Director for the Faculty;
 - Between one (1) and three (3) academic staff representatives from the Schools of the Faculty, nominated by the Executive Dean;



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

- A representative of International Services and Development (comprising the Transnational Education and Alliances Unit and the Faculty International Support Unit), nominated by the Deputy Vice-Chancellor (Global Strategy);
 - The Faculty Executive Manager, or their nominee;
 - An officer from the Faculty International Unit (if any);
 - One student representative, who shall, where possible, be drawn from the elected Faculty Student Representatives for the Faculty and who shall be nominated by the Executive Dean; and
 - Such other members as the committee shall determine.
4. Both genders should be represented on the Committee.
 5. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

6. The quorum for a meeting shall be a simple majority of the members of the Committee.

Meeting Frequency

7. The Committee will meet at least six (6) times per year.

Committee Operations

8. The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
9. Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.
10. If a conflict is reported the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.
11. Items of a confidential nature may arise from time to time, including:
 - a. Matters related to or touching on the personal affairs of an individual staff member or student;
 - b. any business negotiations or other financial matter which the University would define as “commercial-in-confidence” or which might allow any person to profit; or
 - c. any other matter determined by the Chair to be best dealt with as confidential business.
12. In the event of the Committee considering any potential confidential item, the following arrangements apply:
 - a. The Chair shall have discretion to determine whether an item is a confidential item;



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

- b. The Chair's decision on whether an Item becomes a confidential item is binding;
- c. If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
- d. Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.



Appendix E – Faculty Advisory Committee

The Faculty Advisory Committee, if established, shall operate in consultation with the Community Reference Group, Community Engagement Committee and/or the Community Investment Steering Group, and in accordance with the following minimum standards with respect to its role and operations:

Terms of Reference

1. The Faculty Advisory Committee is a formally constituted committee of the Faculty with particular responsibility for advising the Executive Dean on matters related to promoting the academic quality of the Faculty, drawing on external expertise and independent perspectives.
2. The role of the Faculty Advisory Committee shall include
 - a. supporting the Faculty’s strategic planning processes by providing advice and perspectives on:
 - i. future trends and opportunities
 - ii. areas for innovation
 - iii. the relevance and quality of the Faculty curriculum, current and proposed courses, research and community linkages
 - b. assisting in identifying and securing financial assistance for the Faculty (including via benefactions, scholarships, grants and research funding)
 - c. assisting in developing close ties between the Faculty and business, industry, professions, public sector and community organisations to pursue the Faculty’s and the University’s objectives for learning and teaching and for research
 - d. enhancing the local, national and international reputation of UOW and the Faculty
 - e. acting, at all times, within the parameters of an advisory role

Membership

3. Membership of the Faculty Advisory Committee shall be made up of:
 - a. Not less than seven (7) persons nominated by the Executive Dean, no more than two (2) of whom shall be serving UOW academic staff members, and all of whom shall be persons held in high esteem in their field, drawn from both the local area and outside the local area, and possessing:
 - i. relevant expertise in the professions related to the disciplines and activities of the Faculty, including relevant professional bodies, or
 - ii. relevant expertise in government or industry, or
 - iii. a capacity to establish and/or develop mutually beneficial linkages between the faculty and business, industry or government; or
 - iv. a capacity for and interest in contributing to the work of the Committee and the Faculty.
 - b. The Executive Dean of the Faculty, who shall be an ex-officio member of the Committee.



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

4. The chair of the committee shall be a member appointed by the Committee and who is independent of the University.
5. Both genders should be represented on the Committee.
6. Committee members wanting to take leave of absence during their term should seek the approval of the Committee. Any short term membership replacements will be a matter for the Chair and the Committee to determine.

Quorum

7. The quorum for a meeting shall be a majority of the members of the Committee.

Meeting Frequency

8. The Committee will meet at least two (2) and up to four (4) times per year.

Committee Operations

9. The Committee may establish subcommittees in order to assist it to discharge its terms of reference. Subcommittees may be made up of members of the Committee and other persons co-opted by the Committee.
10. Members should inform the chair if they have a conflict of interests with respect to any particular agenda items. A conflict arises when there is a divergence between the individual interests of a person and their professional obligations such that an independent observer might reasonably question whether the professional actions or decisions of that person are influenced by their own interests or are for their own benefit.
11. If a conflict is reported the Chair should determine how it is to be resolved (e.g. the member leaving the room for the item, not participating in voting for the item, taking no action on account of the minor nature of the conflict of interest). Management of conflicts of interest should be recorded in the minutes of the meeting.
12. In the event of the Committee considering any potential confidential item, the following arrangements apply:
 - a. The Chair shall have discretion to determine whether an item is a confidential item;
 - b. The Chair's decision on whether an Item becomes a confidential item is binding;
 - c. If the item is a confidential item, the Committee shall resolve to move into confidential committee for the duration of the debate on the confidential item;
 - d. Observers and members who may have a conflict of interests with respect to the item that cannot be resolved otherwise are to leave the meeting of the confidential committee.



Appendix F – Procedures for Election of Faculty Student Representatives

Eligibility to Vote and Eligibility to Stand for Election

1. The Returning Officer for the election of Faculty Student Representatives shall, for each Faculty, prepare or cause to be prepared the following rolls no later than the date of on which nominations open for election for Faculty Student Representatives:
 - a. A roll of undergraduate students enrolled in courses owned by the Faculty;
 - b. A roll of postgraduate students enrolled in courses owned by the Faculty; and
 - c. A roll of international students enrolled in courses owned by the Faculty.
2. Undergraduate and postgraduate students who are named on the rolls of undergraduate, postgraduate and international students as defined in Clause 2 of this Policy are eligible to vote in the election of Faculty Student Representatives.
3. Rolls of electors will be available for inspection during the normal office hours of the Corporate Governance Unit, Academic Registrar's Division.
4. Subject to Clauses 6 and 7, any student eligible to vote for a position as a Faculty student representative position is eligible to stand for election for such position.
5. Persons eligible to vote in elections for Faculty Student Representatives are not obliged to vote.

Limitation on Term of Office

6. Elected Faculty Student Representatives are limited to serving three consecutive terms as a Faculty Student Representative in any capacity.
7. Members who have served three consecutive terms on their Faculty are not precluded from being nominated again providing that at least one term of office has passed.

Returning Officer

8. The election of Faculty Student Representatives is to be conducted by a Returning Officer and may be conducted by means of a physical election or an electronic election.
9. The Returning Officer for election of Faculty Student Representatives is to be the Senior Manager, Corporate Governance Unit, Academic Registrar's Division or an alternate appointed by that Senior Manager.
10. In the performance of any of the Returning Officer's functions under this policy, the Returning Officer may be assisted by such persons as the Returning Officer appoints.
11. Subject to this policy, the election is to be conducted in such manner as the Returning Officer determines.

Timing of Elections

12. In the conduct of the election, the following intervals are to be allowed:
 - a. between the date of publication (or other display) of the notice of election and the date and time for close of nominations—not less than seven (7) days,



- b. between the close of nominations and the making available of voting forms—not less than seven (7) days and not more than fourteen (14) days,
- c. between the making available of voting forms and the date and time by which completed voting forms must be submitted to the Returning Officer—not less than fourteen (14) days and not more than twenty-eight (28) days.

Notice of Election

13. The Returning Officer is to give notice of the election by:
 - a. publishing the notice on the Internet by means of the website of the University, and
 - b. any other means that the Returning Officer considers appropriate.
14. The notice of election is to:
 - a. state the number of persons to be elected, and the qualifications for candidature
 - b. specify the form of the nomination and the means by which it is to be submitted to the Returning Officer, and
 - c. prescribe a date and time for the close of nominations.

Nominations

15. The Returning Officer is not to accept a nomination unless:
 - a. it is in writing in the form specified in the notice of election
 - b. it is signed by two persons whose names appear on the appropriate roll of electors
 - c. the person nominated has consented to stand for election by a notice in writing given to the Returning Officer before the time prescribed for the close of nominations or by a notation to that effect on the nomination form, and
 - d. it is received by the Returning Officer before the time prescribed for the close of nominations.
16. If, at the close of nominations, the number of valid nominations is equal to the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected.
17. If, at the close of nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to make one further call for nominations in the manner specified in Clauses 13 and 14 and expiring seven (7) days after the date of publication.
18. If, at the close of further nominations, the number of valid nominations is less than the number of persons to be elected, the Returning Officer is to declare the persons nominated to be elected, and the resulting vacant position(s) shall be filled by the Executive Dean of the affected Faculty.
19. If, at the close of nominations, the number of valid nominations exceeds the number of persons to be elected, the Returning Officer is to send or make available by post or by other means (including electronic) a voting form to those persons entitled to vote. When sending by post, the voting form is to be sent to the address shown in respect of those persons on the appropriate roll.

Voting Forms

20. Each voting form is to contain the names of the candidates in alphabetical order.



UNIVERSITY
OF WOLLONGONG
AUSTRALIA

21. A voting form will be provided or made available to each voter upon validation of eligibility to vote by electronic means or otherwise.
22. If a voting form has been lost or destroyed, a duplicate may be issued by the Returning Officer upon receipt of a written declaration that the voting form has been lost or destroyed.
23. Each voting form sent or otherwise made available to an elector is to be accompanied by or is to provide electronic access to a notice which:
 - a. specifies the date and the time by which the completed voting form must reach the Returning Officer
 - b. contains instructions for the transmission (whether electronically or otherwise) of the completed voting form to the Returning Officer, and
 - c. states the date and time when the votes will be counted.

Voting

24. The voter is to mark a cross on the voting form opposite the name of each candidate for whom the voter votes, but the number of candidates for whom a vote is cast is not to exceed the number of persons to be elected.

Counting of Votes

25. At the date and time appointed for the counting of votes, the Returning Officer is to:
 - a. count or cause to be counted by computer the votes cast in accordance with the procedures for counting votes approved by the Returning Officer and published on the Internet by means of the website of the University, and
 - b. ensure that the secrecy and integrity of the ballot is maintained.

Declaration of Results

26. Where an election is held to elect one member, the Returning Officer is to declare as elected the candidate who receives the highest number of votes.
27. Where an election is held to elect more than one member, the Returning Officer is to declare as elected the candidates who received the highest number of votes.
28. Declaration of those elected shall take place not more than seven days after voting has concluded.

Equality of Votes

29. Where there is an equality of votes for an available position or positions, the person or persons to be elected to that or those positions will be determined by lot by the Returning Officer.