



## Academic Governance Policy

Approval Resolution No: DIR0811/1

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## *Part A: Policy*

### 1. Purpose and Scope

The purpose of this policy is to enunciate the academic governance arrangements of the Australian College of Theology. This policy forms part of the Corporate Governance Policy of the College.

This policy applies to the boards and committees of the College and to all staff and affiliated colleges presenting awards and students undertaking awards of the Australian College of Theology.

### 2. Policy Level

#### Governance

### 3. Background

For at least twenty (20) years the Australian College of Theology has been well served by a Coursework Awards Board, a Research Awards Board and a Diploma Awards Board with oversight of courses in those various categories, and the Board of Delegates (now Directors) embraced both corporate and academic governance responsibilities on behalf of the College. The Chairs of the Awards Boards have been members of the Board of Delegates/Directors. To comply with the National Protocols, the outcomes of the AUQA audit and the Constitution of the ACT Limited, the now Board of Directors is establishing by this policy a single Academic Board and facilitating the establishment of standing committees of the Academic Board to encompass and extend the functions of the current Awards Boards.

This policy is integral to the undertaking of the mission, the achievement of the objectives, the outworking of the values and the fulfilment of the vision of the College and is consistent with the educational philosophy of the College. The College's mission, objectives, values, vision and educational philosophy are available on the College website [www.actheology.edu.au](http://www.actheology.edu.au).

The College and its affiliated institutions are committed to the importance of learning through interaction with teachers and other students so that teaching methods include lectures, class discussions, private research, and student presentations. They are also committed to the goal of student-oriented "life-long" learning and appropriate portability between institutions. Some courses, especially those offered at Graduate level, are designed so that a student can take subjects at different institutions if necessary.

This policy underpins the Objects detailed in the College's constitution (Section 2) by establishing governance, procedural rules, and quality assurance processes sufficient to ensure the academic integrity of the College's academic programs and research. The Directors, in their management of the College towards fulfilment of its Objects, determine the strategic direction and assure the viability of the College. The Directors shall establish the Academic Board in the corporate governance structure of the College to ensure that the academic values and standards of the College are explicit, maintained and enhanced consistent with the organisational strategy developed by the Directors, but also with reference to the conventions and requirements of scholarship appropriate to the disciplines taught within the College. Under the Constitution, the Academic Board shall include a Director (the Chair), the Dean, and at least one other person with appropriate expertise and shall be delegated relevant powers, *inter alia* power to establish academic policy and approve related procedures, thus effecting a separation of powers within the organisation consistent with the criteria to be met by a higher education institution with self-accrediting authority (see Protocol C of National Protocols for Higher Education Approval Processes – July 2006).

To meet the criteria of the National Protocols for a higher education institution with self-accrediting authority, the College shall be required to demonstrate ...

- (a) effectiveness and equivalence to existing Australian self-accrediting higher education institutions in:
  - governance and decision-making

- teaching, learning, scholarship and, if relevant, research
  - compliance with the National Protocols
- (b) effective and comprehensive structures and processes to set standards for AQF qualifications equivalent to Australian and, where relevant, international standards
- (c) quality assurance processes and systems consistent with those in existing Australian institutions with self-accrediting authority
- (d) commitment to quality assurance and continuous quality improvement in the provision of higher education, including arrangements for external benchmarking of teaching and learning and underpinning quality systems.

Moreover, the National Guidelines for Higher Education Approval Processes for awarding self-accrediting authority to higher education institutions other than universities (October 2007) [which constitute Registration requirements of NSW DET] require the College to demonstrate ...

- (a) it has policies, procedures and practices in place which encourage academic integrity and honesty as well as free intellectual inquiry in the teaching, research (if relevant) and scholarship activities of the institution.
- (b) it has a legally constituted governing body which has responsibility for oversight of all of the institution's activities including conferral of its higher education awards and the delegation of academic governance to an appropriate body.
- (c) it has an organisational structure whose reporting arrangements, delegations and inter-relationships are clearly described and which has the necessary positions, structures and arrangements in place to manage all key aspects of a quality higher education institution.
- (d) it has academic governance arrangements, such as a properly constituted academic board, which provides the College with access to expertise to ensure that standards are comparable with Australian universities.
- (e) the academic board considers and acts on relevant data such as teaching evaluations, student feedback, student attrition, progress rates, grade distributions, course completions and graduate satisfaction.
- (f) the academic governance arrangements provide for the development, dissemination and monitoring of academic policies related to academic standards.
- (g) it has effective mechanisms to collect regular, valid and reliable feedback from stakeholders, such as students, graduates, staff and employers of graduates, and effective mechanisms are in place to ensure that the feedback is acted upon to bring about improvements.
- (h) it has mechanisms for benchmarking its academic performance against other appropriate higher education institutions to identify and act upon areas requiring improvement.
- (i) it takes full responsibility for and ensures consistent standards for all courses which lead to a qualification it awards, including through specific strategies to monitor courses delivered through agents if relevant.

#### 4. Definitions

**ACT** or **College** is the Australian College of Theology Limited.

The **College Board** is the Board of Directors of the Australian College of Theology Limited.

**Persons external to the ACT**, for the purposes of appointment to membership of a committee of the Academic Board, are persons who are not employed by or hold office in any substantive capacity in the ACT or any of its affiliated colleges, e.g. board or committee member, employee or regular visiting lecturer.

**TAMS** is the Theological Academic Management System used to maintain the ACT student records.

**DEEWR** is the Commonwealth Department of Education, Employment and Workplace Relations.

A **college** is an independent theological/Bible college affiliated with the ACT by a Memorandum of Understanding under which the college is approved to deliver awards of the ACT.

A **standing committee or sub-committee** is a permanent committee established to perform functions and take decisions as prescribed by the body authorised to establish it.

A **panel** is an advisory group established to perform functions as prescribed by the body authorised to establish it.

**Academic management** means academic governance, including assuring compliance with standards and determination of academic policy and related procedures, when referred to in this document and the Constitution.

An **initial proposal** for the introduction of a new or the revision of an existing course or program is a submission from the Academic Board to the College Board demonstrating *inter alia* the consistency of the proposal with the Teaching and Learning Plan and the strategic direction of the College .

## 5. Principles

### (A) Principles of Good Academic Governance

- A1. The Australian College of Theology accepts the principle, embedded in the Constitution, of independence of the Academic Board for responsible exercising of its delegation over the academic matters of the College.
- A2. Responsible engagement in the academic governance of a higher education institution requires respectful debate based on evidence and scholarship to ensure robust decision-making by the community of academic colleagues. To this end, Chairs and members of the Academic Board, its committees and panels, will adhere in practice to terms of reference, meeting conduct and procedures as prescribed by standing orders, and will maintain records of evidence, process and decisions that will be archived and available for audit or report on request of a Director, the Dean, or a member of the Academic Board or a Standing Committee of the Academic Board. Unless otherwise indicated by the Chair, every meeting shall be open to observers who are Directors, students or staff of the ACT and affiliated colleges. The Chair has discretion to close a meeting or items in a meeting to ensure frank and robust debate on any item.
- A3. Decisions of the Academic Board, its committees, and of officers of the ACT who are required to implement academic policies approved by the Academic Board, will be reasonable, transparent, accountable, fair and will follow policy in a consistent and equitable manner across the College consortium.

### (B) Matters from the Constitution

- B1. The academic governance and business of the College are managed by the Board of Directors (Constitution – Section 7.1) with authority to exercise a range of powers, including the powers to determine the strategic direction of the College (Constitution – Sections 7.1, 2). The Directors may delegate powers to committees and shall appoint a committee, the Academic Board, which shall have responsibility for the academic management of the College (Constitution- Sections 8.10, 11). The Academic Board must exercise the powers delegated by the Directors and a power so exercised is deemed to have been exercised by the Directors (Constitution – Section 8.12).
- B2. Section 8.11 prescribes “The Academic Board shall include a Director, who shall be the chairman...”
- B3. To appoint the Chair of the Academic Board, the College Board Chair shall invite nominations from members of the Board, invite the nominees to speak in support of their nomination, and invite the College Board to choose among those members for appointment as the Chair of the Academic Board.

- B4. A Christian Theological college affiliates with the Australian College of Theology by signing a Memorandum of Understanding which establishes the rights, privileges and obligations incumbent on the Australian College of Theology and the college in relation to delivery by the college of accredited course(s) approved by the Australian College of Theology.
- B5. The Constitution (Section 7.2) permits the Board of Directors by resolution passed by not less than two-thirds of the Directors to withdraw awards of the College and/or any scholarships, prizes, exhibitions, bursaries and other awards of the College. As these are academic matters, any such resolution shall be moved by the Chair of the Academic Board (or nominee) based on a recommendation from the Academic Board.

## 6. Policy Content

### (A) The Academic Board - Functions

#### *General Responsibilities*

- A1. The Academic Board is the peak academic body in the College, and as a forum for consideration of academic issues, policy development and decision-making, is responsible, under the Constitution of the College, to the College Board for the academic governance of the College including:
- (a) fostering and maintaining the highest standards in teaching, learning, research and scholarship;
  - (b) overseeing all academic activities of the College;
  - (c) deciding academic policy and approving related procedures;
  - (d) conducting forums on issues of interest to all theological and other educators;
  - (e) advising on the development and implementation of academic plans of the College;
  - (f) providing advice to the Board of Directors and the Dean, as appropriate, on academic matters relating to and affecting the College's teaching and research activities and its educational programs.
- A2. In addition, the Academic Board shall be responsible for ...
- (g) assuring the quality and development of teaching, scholarship and research, including postgraduate research studies, in the College, and reporting on the College's academic activities;
  - (h) overseeing a formal and regular program of review of academic activities of the College, including advising on the development and implementation of the Teaching and Learning Plan and the Research and Scholarship Management Plan of the College;
  - (i) authorising ...
    - a variation to the suite of courses approved for delivery by an affiliated college
    - the release of results of units completed by students;
  - (j) recommending to the College Board on ...
    - the strategic directions of the College with regard to academic matters;
    - proposed new and revised undergraduate and postgraduate programs ;
    - the discontinuation of academic awards and courses;
    - policy in relation to the professional development of the academic staff teaching in the colleges;
    - the improvement of the student learning environment and facilities;
    - any other matter involving expenditure of funds for which the College Board is directly responsible and not covered by policies or the budget

- (k) reporting to the College Board on ...
  - the performance against academic plans;
  - the conduct, evaluation and improvement of teaching, learning experiences and student assessment in the College, including postgraduate supervision;
  - codes of academic conduct for students and staff of the College and affiliated colleges;
  - any matters referred to it by the College Board
- (l) approving new and revised courses and programs (following approval of an initial proposal by the College Board) and units, with particular responsibility for ensuring that:
  - the structure and requirements of each course are consistent with the award to which it leads;
  - the depth of content and standard of assessment of each course is appropriate to the award to which it leads;
  - the methods of course delivery are appropriate in achieving the purpose of the course;
  - the course and the award to which it leads are consistent with the Australian Qualifications Framework.
- (m) considering and acting on relevant data such as teaching evaluations, student feedback, student attrition, progress rates, grade distributions, course completions, graduate satisfaction and employer satisfaction.
- (n) processing academic appeals in accordance with the relevant appeals policy.

A3. Subject to the Constitution and to any decision of the College Board, the Academic Board has such delegated authority as may be necessary to exercise the functions of the Academic Board under this Policy. The Academic Board may co-opt persons as non-voting members for a specified period, perhaps for a specified task.

***Delegation for Development, Review and Implementation of Academic Policies***

- A4. Subject to the Constitution and to any decision of the College Board, the following delegations are made with respect to the development, review and implementation of academic policies of the College ...
- (a) the Academic Board shall approve and review the content and implementation of the College's academic policies and procedures, and implement those policies and procedures; and,
  - (b) the Standing Committees of the Academic Board shall implement the approved academic policies and procedures and shall recommend new and revised policies and procedures for approval by the Academic Board; and,
  - (c) Staff of the College and affiliated colleges shall implement approved academic policies and procedures in accordance with relevant prescribed delegations in the policies.

The areas in which the College shall formulate academic policies and procedures shall include:

- monitoring and reviewing the key parameters and performance indicators of the academic planning and academic quality improvement processes;
- courses and units – approval, review, cessation;
- College academic scholarships and prizes;
- College academic awards, including minimum standards and credit points for units;
- articulation, admission, RPL, enrolment, assessment and examination of students, including appointment of external moderators;
- student progress and appeals;
- student academic discipline and appeals;
- course and program structures, titles and component names; and

- standards for the approval of academic staff to teach units

***Approval to Issue (Confer) Academic Awards*** Directors 30 Aug 2009

- A5. The College Board shall issue the honorary degree of Doctor of Theology (*honoris causa*).
- A6. Subject to any directions from the College Board, the following delegations are made with respect to the issuing of other academic awards of the College:
- (a) The Academic Board may issue any academic award of the College;
  - (b) The Chair of the Academic Board may, in exceptional circumstances and where it is not practicable for the Academic Board to do so, issue any academic award of the College.
- A7. The delegations in clause A6 cannot be further delegated. Any exercise by the Chair of the delegation under clause A6(b) must be reported to and ratified at the next meeting of the Academic Board.

***Establishment and Disestablishment of Standing Committees of the Academic Board***

- A8. While retaining approval of the structure and roles of standing committees and sub-committees of the Academic Board, the College Board delegates to the Academic Board the power to vary the functions, membership and other features of the standing committees and sub-committees to benefit the fulfilment of their role and report these changes to the College Board. The Academic Board may recommend to the College Board the establishment of new standing committees and the variation of established standing committees entailing a change of role.

***Conduct of Business by the Academic Board and its Standing Committees***

- A9. The Academic Board and its standing committees may establish such panels as they think fit for the purposes of their business and may establish terms of reference for such panels consistent with this policy. Such panels shall report and, as necessary and appropriate, make recommendations to the establishing body on matters within their designated areas of responsibility according to a time-frame established by the establishing body. At least the chair of a panel shall be a current member of the establishing body.
- A10. The Academic Board, its standing committees and sub-committees, and any panel established by them shall conduct business in accordance with the procedures established by the Academic Board. These procedures shall be reviewed annually by the Executive Committee of Academic Board.
- A11. The Academic Board must oversee and coordinate advice from its standing committees by:
- (a) receiving, considering and responding to regular reports from the standing committees on their objectives and activities, and the implementation of academic policy and Academic Board's decisions;
  - (b) referring to standing committees matters for their consideration and report;
  - (c) prescribing, where practicable, procedures for the standing committees' deliberations and reports; and
  - (d) facilitating, where appropriate, consultations among the standing committees.

***Procedures***

- A12. The Academic Board ...
- (a) will facilitate provision and dissemination of appropriate information to constituent groups of College, including departments, some or all affiliated colleges, colleges with particular approvals, etc . In doing so, the Academic Board will be cognisant of and respond to information from those groups.

- (b) may request and obtain information relevant to the College's academic affairs from any board, committee, department or officer of the College and affiliated colleges.
- (c) will report to the College Board after each meeting and on an annual basis, and shall also respond on all matters submitted to it by College Board for advice.
- (d) will ensure that its decisions are disseminated and implemented at the appropriate levels within the College and affiliated colleges.
- (e) may consult as appropriate with relevant stakeholders and interested parties on any matter to be placed before or under consideration by the Academic Board.

**(B) The Academic Board - Membership**

***Composition***

B1. The Academic Board shall be composed of:

- (a) The Chair (a Director)

*Official members*

- (b) The Dean
- (c) The Chair of each Standing Committee of the Academic Board
- (d) The Heads of Academic Departments in the College

*Appointed members*

- (e) Two persons (external to the ACT) with standing and experience in the university and/or professional sectors relevant to the functions of the Academic Board

*Elected members*

- (f) Four academic staff members (not being members of the College Board) elected by permanent academic staff across colleges such that no more than one (1) staff member comes from a college
- (g) One student elected by enrolled ACT students

***Terms of membership***

B2. The following terms of membership shall apply for appointed and elected members of the Academic Board:

- (a) Among the appointed members, one be appointed initially for 1.5 years and one appointed initially for 3 years, the normal period of appointment being 3 years, and each is eligible for re-appointment
- (b) Among the academic staff members, two (2) be elected initially for 1.5 years and two (2) elected initially for 3 years, the normal period of election being 3 years, and each is eligible for re-election
- (c) The student shall be elected for 3 years, with graduation not terminating membership, and may be eligible for re-election if an enrolled ACT student at the time of the nomination for election.

***Appointed Members***

B3. These members shall be appointed by the College Board on recommendation of the Chair of the Academic Board.

***Elected Members***

B4. For the election of the academic staff members, nominees shall be drawn from and the electorate shall consist of all academic staff who are full-time or fractional appointments of at least 0.5FTE across affiliated colleges. Nominees shall be nominated and seconded by two other academic staff from the electorate.

- B5. For the election of a student, nominees shall be drawn from and the electorate shall consist of all students across affiliated colleges who are enrolled in an ACT course and have load in that course in the half-year period in which the nominations are called. Nominees shall be nominated and seconded by two students in the electorate.

**(C) Chair and Deputy Chair of the Academic Board**

- C1. The Chair of the Academic Board (a Director) shall hold office from the time of appointment by the College Board until ...
- (a) the next Annual General Meeting at which directors are elected; or
  - (b) s/he resigns as Chair of the Academic Board, in which case the College Board shall appoint a replacement for the period of the term as Director; or
  - (c) s/he resigns as a Director, in which case the College Board shall appoint a replacement for the period of the term as Director; or
  - (d) the College Board resolves to revoke the appointment, in which case the College Board shall appoint a replacement for the period of the term as Director.
- C2. The College Board may appoint a particular Director as Chair of the Academic Board for normally at most two terms (of three years).
- C3. The Chair of the Academic Board may attend the meetings of all committees and panels of the Academic Board and may assume the role of chair of a meeting.
- C4. At the first meeting of the initial Academic Board (with the Chairs of Committees of the Academic Board yet to be appointed), the Academic Board shall elect from among its members a Deputy Chair.
- C5. The Deputy Chair shall hold office until ...
- (a) their period of membership of the Academic Board expires; or
  - (b) a period agreed between the elected Deputy Chair and the Academic Board expires; or
  - (c) s/he resigns as Deputy Chair of the Academic Board; or
  - (d) the Academic Board resolves to revoke the appointment.
- C6. At any time the position of Deputy Chair of the Academic Board becomes vacant the Academic Board shall elect a Deputy Chair.
- C7. A Deputy Chair may hold office for normally at most two terms (of three years).
- C8. The Deputy Chair shall normally chair any Academic Appeals Committee that is convened.

**(D) Meetings of the Academic Board**

- D1. The Academic Board shall meet at least four (4) times each year.
- D2. The Chair of the Academic Board shall preside at meetings of the Academic Board. If the Chair is absent from the meeting the Deputy Chair shall preside.
- D3. If both the Chair and the Deputy Chair of the Academic Board are absent from a meeting, the members present shall elect a chair from among their number.

***Quorum***

- D4. At any meeting of the Academic Board, a quorum shall be one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of members then in office. At least three of those present shall be either appointed members or elected members.

***Alternate members***

- D5. Where an elected Academic Staff member or student of the Board:

- (a) is likely to miss at least two (2) consecutive normal meetings of the Board on approved leave from their college, or
- (b) is formally acting in a position which carries official membership of the Board for a period of up to 12 months

an alternate member who is qualified to hold office may be appointed by the Chair, after appropriate consultation, for the period of the elected member's leave of absence.

- D6. The alternate of a member of the Academic Board, who has been agreed to by the Chair in the circumstances detailed in sub-section D5, may attend meetings of the Academic Board and at those meetings has all the rights, privileges and obligations of the absent substantive member.

### ***In Attendance***

- D7. The Executive Officer of the Academic Board, appointed by the Dean, shall attend meetings of the Academic Board, and participate as permitted by the Chair.

### **(E) Relationship between Academic Board and College Board**

- E1. If the College Board proposes to reject or amend in a substantive fashion a recommendation from the Academic Board relating to teaching, scholarship or research within the College, the College Board must seek further advice from the Academic Board before making a final decision.
- E2. Sub-section E1 does not apply if, in the judgment of the Chair of the College Board and the Chair of the Academic Board:
- (a) the matter is one of urgency on which it is necessary for an immediate decision to be made by the College Board; or
  - (b) the area of difference between the College Board and the Academic Board is not one of principal or material significance.

### **(F) Resolutions without meetings of the Academic Board**

- F1. If a majority of the members for the time being of the Academic Board sign a document circulated by, or on behalf of, the Chair of the Board containing a statement that those members are in favour of a resolution in terms set out in the document, a resolution in those terms shall be taken to have been passed at a meeting of the Academic Board held on the day on which the document is signed or, if the members do not sign it on the same day, on the day on which the member whose vote makes a majority in favour of the motion is received, provided that among the members who voted there are at least three who are appointed members or elected members.
- F2. If a resolution is, under sub-section F1, taken to have been passed at a meeting of the Academic Board, each member must be advised as soon as practicable and given a copy of the terms of the resolution.
- F3. For the purposes of sub-section F1, two or more separate documents containing a statement in identical terms, each of which is signed by one or more members, shall be taken to constitute one document.
- F4. Documents referred to in this section may be paper or electronic, and circulation and response may be by mail or email, and a signature may be in writing or inferred from an electronic communication.

### **(G) Approved methods of communication for Academic Board meetings**

- G1. Meetings of the Academic Board may be held by means of a method of communication, or by means of a combination of methods of communication, determined by the Chair of the Board for the purposes of that meeting.

- G2. A member of the Academic Board who participates in a meeting held as permitted by sub-section G1 is present at the meeting even if he or she is not physically present at the same place as another member participating in the meeting.
- G3. In this section 'meeting' includes a part of a meeting.

## 7. Associated Documents

List related College documents (including policies/procedures) and external legislation. Major sub-sections within this Section should be labelled (A), (B), (C), etc and minor sub-sections A1, A2, A3, etc. Any subsequent points shall be labelled a, b, c, etc. and dot points rarely used. Where possible provide a folder reference or HTML link to each document.

### (A) Related External Documents

- (a) National Governance Protocols for Higher Education Providers not listed in Table A of the Higher Education Support Act (HESA).
- (b) National Protocols for Higher Education Approval Processes (July 2006)
- (c) National Guidelines for Higher Education Approval Processes (October 2007)
- (d) AUQA Report of an Audit of the Australian College of Theology - January 2007

### (B) Related Internal Documents

- (a) Constitution of the Australian College of Theology Limited
- (b) The ACT Strategic Plan 2007 – 2009
- (c) The ACT Teaching and Learning Plan (2008 – 2010)
- (d) The ACT Research and Scholarship Management Plan (2008 – 2010)
- (e) Codes of Conduct Policy
- (f) Conflicts of Interest Policy
- (g) The Committees of the Academic Board Policy

## 8. Responsibility and Authority

State here those staff positions or bodies with responsibility in relation to this policy.

Body/Position with authority to initially approve the policy and procedures and amend the policy:

College Board

Body/Position(s) with delegated authority to amend the procedures consistent with the policy:

Academic Board

Body/Position(s) accountable for:

<b>Responsibility</b>	<b>Position</b>
Development of the policy	Quality Manager
Provision of advice in development of the policy	Chair of CB, Chair of AB, Dean, members of CB, incoming AB, External Consultant
Distribution of the policy	Quality Manager, Chair of AB
Implementation of/Advice concerning the policy	Chair and Academic Board
Monitoring of and compliance with the policy	Chair of AB
Evaluation and recommending amendment of the policy	Academic Board, College Board

## 9. Approvals

<b>Document Title:</b>	Academic Governance Policy	<b>Document Number:</b>	
<b>Approval Authority:</b>	Board of Directors	<b>Approval Date:</b>	21 Nov 2008
<b>Resolution No:</b>	DIR0811/1	<b>Effective Date:</b>	01 Jan 2009
<b>Document Administrator</b>	Quality Manager	<b>Review Date:</b>	Jan 2011
Revision History			
Authority	Action	Resolution No.	Date
Directors	Amendments to 6. Policy Content - A5 & A6	DIR0908/13	10 Aug 2009

## 10. Communications

Date	Recipient	Purpose	Mode
21 Aug 08	AB Planning Group	Meeting to review Version 1	F-to-F
8 Sept 08	AB Planning Group with Anne Cusick	Workshop to review Version 2 and other documents	F-to-F
10 Sept 08	Members of incoming AB	Workshop to review Version 2	F-to-F
18 Sept 08	AB Planning Group with Anne Cusick	Workshop to review Version 2 and other documents – continued	F-to-F
29 Sept 08	AB Planning Group and Anne Cusick	Plenary of Planning Group and Workshop with AC to review Version 3 and other documents	F-to-F
30 Sept 08	AB Planning Group and Anne Cusick	Version 4 distributed for comment prior to creation of Final Version for approval	Email
20 Oct 08	College Board	Final Version considered at meeting	F-to-F
21 Nov 08	College Board	Final Version Updated considered by teleconference	Email Phone
21 Nov 08	ACT Website	Electronic availability of the policy	PDF

## ***Part B: Procedures***

### **1. Introduction**

#### **(A) The Election of members of the Academic Board**

- A1. Voting at an election of a member of the Academic Board shall be by open ballot. Completed ballot papers stored confidentially in the ACT Office for a period of six (6) months following each election.
- A2. The declaration of the election of a member shall be based on simple majority.
- A3. Electors may vote for candidates up to the number of declared vacant positions.
- A4. Ballots on which there are votes for more than the declared number to vacant positions shall be declared invalid.
- A5. The Returning Officer for ballots electing members of the Academic Board shall be the Dean or his/her nominee.
- A6. If at the close of nominations in the conduct of an election, the number of vacancies for elected positions exceeds the number of candidates who are declared elected by the Returning Officer, any remaining vacancy may be filled by the Academic Board by recommendation to the College Board for appointment for the period stated in the notice of election.
- A7. The Returning Officer or any person appointed by the Returning Officer must not in any way disclose or aid in disclosing the manner in which any voter has voted.

#### **(B) The endorsement of the college Principal for nominations**

- B1. In recognition that an Academic Staff member elected to the Academic Board shall be absent from their college for at least 4 days during teaching time and that these absences must be accommodated, the nomination form shall record with the endorsement of the college Principal for the nominee to be so nominated – without this endorsement the nomination should not be lodged.
- B2. In recognition that the Student member elected to the Academic Board shall be absent from their college for at least 4 days during teaching time and that these absences must be accommodated, the nomination form shall record the endorsement of the college Principal for the nominee to be so nominated – without this endorsement the nomination should not be lodged.

#### **(C) Contents of Résumés**

- C1. The résumé submitted by an Academic Staff member to support their candidature shall be about 200 words and include academic qualifications, current role in their college, the period for which election is sought, the ACT Department to which they belong, etc.
- C2. The résumé submitted by a Student to support their candidature shall be about 200 words and include their current course, their expected month/year of course completion, any completed academic qualifications, current role(s) in their college, etc.

#### **(D) Valid nominations**

- D1. Complete nominations received by the advised time and date of close of nominations shall be deemed valid.
- D2. Nomination forms on which all the required information is not provided at the advised time and date of close of nominations may be deemed valid at the discretion of the Returning Officer for the ballot.
- D3. Only the nominees on valid nominations shall be candidates in the relevant election.

**(E) Conduct of an Election**

E1. The election shall be conducted in a manner decided by the Returning Officer.

**(F) Valid Ballot Papers**

F1. Complete ballot papers received by the advised time and date of the close of the ballot and marked in accordance with the instructions for completing the ballot paper shall be deemed valid.

F2. Ballot papers on which all the required information is not provided may be deemed valid at the discretion of the Returning Officer for the ballot.

F3. Only valid votes shall be counted in order to determine the ballot.

**(G) Casual vacancy in the position of an elected/appointed member of Academic Board**

G1. A casual vacancy in the position of an elected or appointed member of the Board occurs if the member:

- (a) ceases to be qualified for the position, or
- (b) resigns from the Board by notifying the Chair in writing, or
- (c) is formally acting in or is appointed to a position which carries official membership of the Board for a period exceeding 12 months, or
- (d) is absent from three consecutive meetings of the Board without an apology being accepted by the Board at any of those meetings, or
- (e) is subject to a resolution of the College Board, on recommendation of the Chair of the Academic Board, terminating his or her membership of the Academic Board.

G2. In the event that a casual vacancy in the position of an elected member of the Board occurs then:

- (a) if the remainder of the term of membership of the elected member is less than twelve months, the Chair of the Board, as soon as practicable after the vacancy occurs and after appropriate consultation, shall appoint a person qualified to hold that office for the remainder of the term of office; or
- (b) if the remainder of the term of membership of the elected member is twelve months or more, the Returning Officer, as soon as practicable after the vacancy occurs, shall conduct an election in accordance with these Procedures among those persons qualified to vote at such an election.
- (c) if no nominations are received to fill a casual vacancy referred to in clause G2(b), the Board may either leave the vacancy unfilled for the remainder of the term of office or take such other action in relation to the filling of the vacancy as the Board considers necessary.

G3. A person elected to fill a casual vacancy in the office of an elected member of the Board is to hold office for the remainder of the predecessor's term of membership.

G4. In the event that a casual vacancy in the position of an appointed member of the Board occurs then the Chair shall bring forward a recommendation to the College Board to fill the vacancy.

G5. A person appointed to fill a casual vacancy in the office of an appointed member of the Board is to hold office for the remainder of the predecessor's term of membership.

**(H) Visitors to meetings of the Academic Board**

H1. Meetings of the Academic Board shall be open to attendance by staff of affiliated colleges and the ACT and students of affiliated colleges studying in an ACT course. Such visitors are obliged to advise their presence to the Chair of the meeting prior to the commencement of the meeting. Visitors shall absent themselves from the meeting at the request of the Chair.

(I) **Voting at meetings of the Academic Board**

- I1. At the discretion of the Chair of the meeting, voting by members attending the meeting may be by consensus, show of hands, or secret ballot.
- I2. At the request of a majority of members present, the Chair shall be obliged to conduct a secret ballot in respect of the motion under consideration.
- I3. A decision supported by a majority of the votes cast at a meeting of the Academic Board at which a quorum is present is the decision of the Board.
- I4. If there is an equality of votes on any motion before the Academic Board, the motion lapses.

**2. Procedures**

(A) **Election of Academic Staff to the Academic Board**

- A1. The nomination form for initial election shall indicate whether the nominee is seeking election for 18 months or 3 years or either; nomination forms for subsequent elections shall relate to election for the normal period of 3 years.
- A2. The nomination form shall require the nominee to indicate their college and the ACT Department to which the nominee belongs.
- A3. The nomination form shall permit the recording of the Principal's endorsement of the nomination.
- A4. Nominations received without the Principal's endorsement shall not be processed.
- A5. The electoral roll shall be compiled from advice from Principals as to Academic Staff at their college who form part of the electorate, or in such other manner as the Returning Officer may determine.
- A6. Nominees shall lodge with the ACT Office by the close of nominations a résumé of information designed to support their candidature for election.
- A7. At the close of nominations a ballot paper shall be constructed with the candidates ordered by lot. Against each candidate the following information will be displayed:
  - name of their college
  - their academic qualifications
- A8. Electors shall be provided electronically with a ballot paper and the collection of résumés in the same order as candidates on the ballot paper. They shall be directed to:
  - mark the electronic ballot paper with a cross next to names of candidates up to the number of vacant positions (more crosses than the number of vacant positions shall make the vote informal),
  - insert their name, the name of their college and the date of voting on the ballot paper in the spaces provided,
  - save the completed ballot paper on their computer, and
  - send the completed ballot paper by email attachment to a prescribed email address by a prescribed date.
- A9. In the initial election, the Dean shall declare the four candidates with the highest number of votes elected. The two elected candidates with the highest number of votes shall normally be assigned the 3 year membership period and the next two elected candidates the 18 month membership period, unless this conflicts with the preferences expressed by either of the first two candidates in respect of term of membership and their wishes shall be accommodated.

**(B) Election of a Student to the Academic Board**

- B1. The nomination form shall require the nominee to indicate their college.
- B2. The nomination form shall permit the recording of the Principal's endorsement of the nomination.
- B3. Nominations received without the Principal's endorsement shall not be processed.
- B4. The electoral roll shall be compiled from information available on TAMS or in such other manner as the Returning Officer may determine.
- B5. Nominees shall lodge with the ACT Office by the close of nominations a résumé of information designed to support their candidature for election.
- B6. At the close of nominations a ballot paper shall be constructed with the candidates ordered by lot. Against each candidate the following information will be displayed:
  - their current course
  - the name of their college
- B7. Electors shall be provided electronically with a ballot paper and the collection of résumés in the same order as candidates on the ballot paper. They shall be directed to:
  - mark the electronic ballot paper with a cross next to name of their preferred candidate (more than 1 cross shall make the vote informal),
  - insert their name, the name of their college and the date of voting on the ballot paper in the spaces provided,
  - save the completed ballot paper on their computer, and
  - send the completed ballot paper by email attachment to a prescribed email address by a prescribed date.

**(C) Approval under exceptional circumstances to confer an academic award**

- C1. When requested under exceptional circumstances to approve the conferral of an academic award, the Chair of the Academic Board shall consult the Dean concerning the eligibility of the student to receive the award.
- C2. Only when the Dean confirms the eligibility of the student to receive the award may the Chair of the Academic Board confer the award.