

DEAKIN UNIVERSITY

Academic Board Facts - 2012

Principal accountability

The Academic Board is the principal academic authority within the University with responsibility to Council for maintaining the highest standards in teaching and research.

Board Officers and contacts

Chair

(to be advised)

chair-ab@deakin.edu.au

Assistant to the Chair

Melinda Finnigan

m.finnigan@deakin.edu.au

03 522 78546

Deputy Chair

Professor Stuart Orr

Deakin Graduate School of Business

stuart.orr@deakin.edu.au

03 924 45535

Officers of the Academic Board are elected for 3 year terms, and shall serve no more than 2 consecutive terms.

Executive Officer

Ms Karen McFarlane

Manager, Governance and Committee Services (Academic Board)

Governance and Committee Services

karen.mcfarlane@deakin.edu.au

03 556 33232

Meetings

The Academic Board meets at least 6 times each year.

Meetings are held on a Tuesday in the James Leslie Council Chamber at the Geelong Waterfront Campus or the Richard Searby Room, Melbourne Burwood Campus. Specific dates and venues are set out in the University Committee schedule.

Meetings commence at 10 am.

Coffee, tea and a light lunch is provided.

Meetings generally run for around 2½ hours.

Apologies for meetings

If for any reason a member will not be attending a scheduled meeting, an apology for their absence is to be given to the Board via the Secretary by either:

- emailing ab-secretariat@deakin.edu.au or
- telephone 03 522 78561.

Meeting documents

The **agenda** for each meeting is available on the Academic Board web site and for downloading one week prior to the meeting. Members will be sent an email advising when the agenda is available.

The **minutes** of each Academic Board meeting are made available on the Academic Board web site and members will be sent an email advising when the minutes are available.

Academic Board Committees

Much of the detailed and routine work of the Academic Board is performed by its committees. The Academic Board has:

Standing committees/subcommittees:

- *Academic Board Steering Committee*
- *Academic Programs Committee*
- *Research and Research Training Committee*
 - *Thesis Examination Subcommittee*
- *Teaching and Learning Committee*
- *University Appeals Committee*

Ad hoc committee:

- *Higher Degrees by Research Appeals Committee.*

Committees report to the Academic Board on the outcomes of each of their meetings.

Academic Board website

Information about the Academic Board and its committees is available at www.deakin.edu.au/academicboard

