

ACADEMIC BOARD HANDBOOK

For members of the Deakin University Academic Board and Standing Committees

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Welcome to Deakin University Academic Board

Deakin University's Academic Board is the principal academic authority within the University. It has responsibility to Council for maintaining the highest standards in teaching and research.

This handbook has been prepared for members of the Academic Board. It introduces you to the business of the Board and its responsibilities. The Board operates within the following governance framework:

- academic governance
- academic strategy
- academic policy
- academic risk
- academic standards and quality.

These five areas of academic governance require engagement, through leadership and debate both at the Academic Board level and also with the wider University community. As Chair of the Academic Board I encourage you, as members, to be engaged in the various areas of academic governance. Good and effective academic governance arrangements underpin the integrity and quality of Deakin's academic programs and support the commitment of academic freedom and collegiality.

To achieve its aims under the five areas of academic governance, the Academic Board:

- provides advice of an academic nature to Council and the Vice-Chancellor
- engages with the wider academic community and promotes debate on academic matters
- reviews and approves academic policies and monitors their compliance to ensure that they inform and guide academic activity within the University
- approves new courses, ensuring the academic qualification standards of Deakin's awards.

This handbook provides useful information regarding the operations and structure of the Academic Board and its standing committees. Please become familiar with the operations of the Academic Board and give consideration as to how you can contribute to the Academic Board during your term of office.



Professor Ruth Rentschler OAM
Chair, Academic Board

Introduction

The Academic Board operates in a dynamic, changing, fast-paced environment regulated by Acts, standards and frameworks. In the last six years, there has been unprecedented change to the higher education environment. This handbook provides an overview of the key elements to academic governance, so that you are familiar with your roles, responsibilities and accountabilities as a member of the Academic Board.

A Snapshot of ...

Tertiary Education and Quality Standards Agency (TEQSA)

Education Services for Overseas Students (ESOS)

Australian Qualifications Framework (AQF)

Legislation / Regulation			
	TEQSA	ESOS	AQF
Instruments	Tertiary Education and Quality Standards Agency Act 2011 Higher Education Standards Framework (Thresholds Standards) 2015	Education Services for Overseas Students Act 2000 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students	Australian Qualifications Framework (integrated into Higher Education Standards Framework)
Aims	Protect and enhance Australia's reputation and competitiveness Meet Australia's skills needs Student protection Student information Regulatory principles: regulatory necessity, reflecting risk, proportionate regulation	Protect and enhance Australia's reputation for quality education Provide financial and tuition assurance for overseas students who hold student visas Complement migration laws	Provide standards for Australian qualifications Development and maintenance of pathways Lifelong learning National and international mobility
Activities	TEOSA Annual information collection and risk assessment Scheduled and non-scheduled reviews against Standards Quality assessments Registration of providers Public disclosure through National Register	TEOSA (for HE providers) Assessment of applications for inclusion on CRICOS register Monitoring compliance with ESOS Act and National Code	TEOSA Interpreting AQF requirements Monitoring and enforcing compliance
	Deakin Self-regulation against Standards Self-accreditation of courses Information provision Continuous disclosure of material changes Ensuring compliance with new standards	Deakin Self-regulation against National Code CRICOS course registration applications	Deakin Ensuring that all courses meet AQF requirements

Academic Board plays a key role in the governance of the University through oversight of academic regulatory risk and institutional monitoring and assurance of academic standards, quality, excellence and policy.

TEQSA Requirements	Role of Academic Board
Academic Boards	
A properly constituted board Academic policy Academic standards Quality assurance Academic integrity Academic partnerships Research	Terms of Reference Membership Links to Council Links to Faculty Boards Oversight for relevant, up to date academic policy, regularly monitored and reviewed
Academic Quality and Integrity	
Free intellectual inquiry Academic staff free to make public enquiry Research meets codes of conduct, safety, ethics and clearance requirements Academic misconduct Critical and independent thought in students Integrity of student assessment	Strategic conversations Hot Topics Oversight of moderation of assessment Mapping exercise Academic appeals processes
Academic Standards and Quality	
The qualifications standards <ul style="list-style-type: none"> Quality assured Apply to all qualifications and all new courses 	Revise policies Review courses Oversee new courses
Self-accrediting authority	
Compliance Quality and course standards Effective organisational systems	Accountability Monitoring Benchmarking Reviewing Revising
Third party arrangements	
Where the higher education provider has an arrangement in place with another entity to manage or deliver some or all of a course of study on its behalf, the higher education provider has effective mechanisms to manage and quality assure all aspects	Monitor partnerships Monitor joint ventures; subcontracting of services; franchising arrangements Due diligence (academic and financial)

TEQSA Requirements	Role of Academic Board
Third party arrangements cont.	
of the arrangement, including admission and support of students and delivery of the course of study to ensure student learning outcomes equivalent to those for the same or a cognate course of study when delivered by the higher education provider	
Risks to Students	
Authority to undertake quality assessments and collect, analyse, interpret and disseminate information re: quality assurance practice and quality improvement The higher education provider ensures that students who are enrolled are sufficiently competent in the English language to participate effectively in the course of study and achieve its expected learning outcomes and sets English language entry requirements accordingly. The higher education provider is able to demonstrate appropriate progression and completion rates and students who complete the course of study have attained key graduate attributes including an appropriate level of English language proficiency.	Accountability Academic risk profile Student progress and retention Admission and criteria including English language standards Student support
Regular engagement with TEQSA	
Material changes CRICOS matters Review registration Risk assessment and provider information requests Quality assurance	Advising staff, Council Communicating to Academic Board and academic community Reporting to Academic Board, Council Academic Board risk register

Academic Board Functions

Functions of the Academic Board are derived from its powers set out in Statute 2.2—*The Academic Board* and contained in the Academic Board policy. The functions are aligned to the Board’s governance framework.

ACADEMIC GOVERNANCE

Function 1 — Advice on matters of an academic nature

- 1.1 Providing advice to the Vice-Chancellor on the University’s draft annual Business and Operational Plans and Functional Area Plans.
- 1.2 Providing advice to Council as required.
- 1.3 Report to Council as required.
- 1.4 Call for and consider advice from Faculty Boards as required.
- 1.5 Generally exercise such other powers prescribed in the University statutes and University regulations or given to it by Council.

Function 2 — Academic Boards’ own affairs

- 2.1 Establish procedures to meet the Academic Board’s own responsibilities, including its compliance obligations.
- 2.2 Ensure clear delegations to the Chair of the Academic Board, to committees of the Board and otherwise as required.
- 2.3 Review Academic Board performance annually against the five components of academic governance..

ACADEMIC STRATEGY

Function 3 — Academic engagement

- 3.1 Promote debate on academic matters within the Academic Board.
- 3.2 Ensure a culture of collegial cooperation and open discussion within the Academic Board and its committees.
- 3.3 Initiate reviews on matters of academic governance.
- 3.4 To be a forum for ideas, debate, advice and discussion around academic matters, relating to accountability, responsibility and governance.

ACADEMIC POLICY

Function 4 — Establish and maintain academic standards

- 4.1 Approve academic policies, procedures and associated schedules that define the University’s academic standards and monitor their compliance to ensure that they inform and guide academic activity within the University.
- 4.2 Provide quality assurance and enhancement of good practice in respect of the academic activities of the University.
- 4.3 Request reviews of academic policies and procedures as required.

ACADEMIC QUALITY AND STANDARDS

Function 5 — Course approval and review

- 5.1 Approve, on academic grounds, new courses and significant course changes resulting from major course reviews.
- 5.2 Approve the introduction of new courses for offer.

Function 6 — Admission to the University, selection to courses and conferral of awards

- 6.1 Approve University admission requirements.
- 6.2 Approve course selection requirements.
- 6.3 Make recommendations to Council for the conferral or granting of academic awards.

ACADEMIC RISK

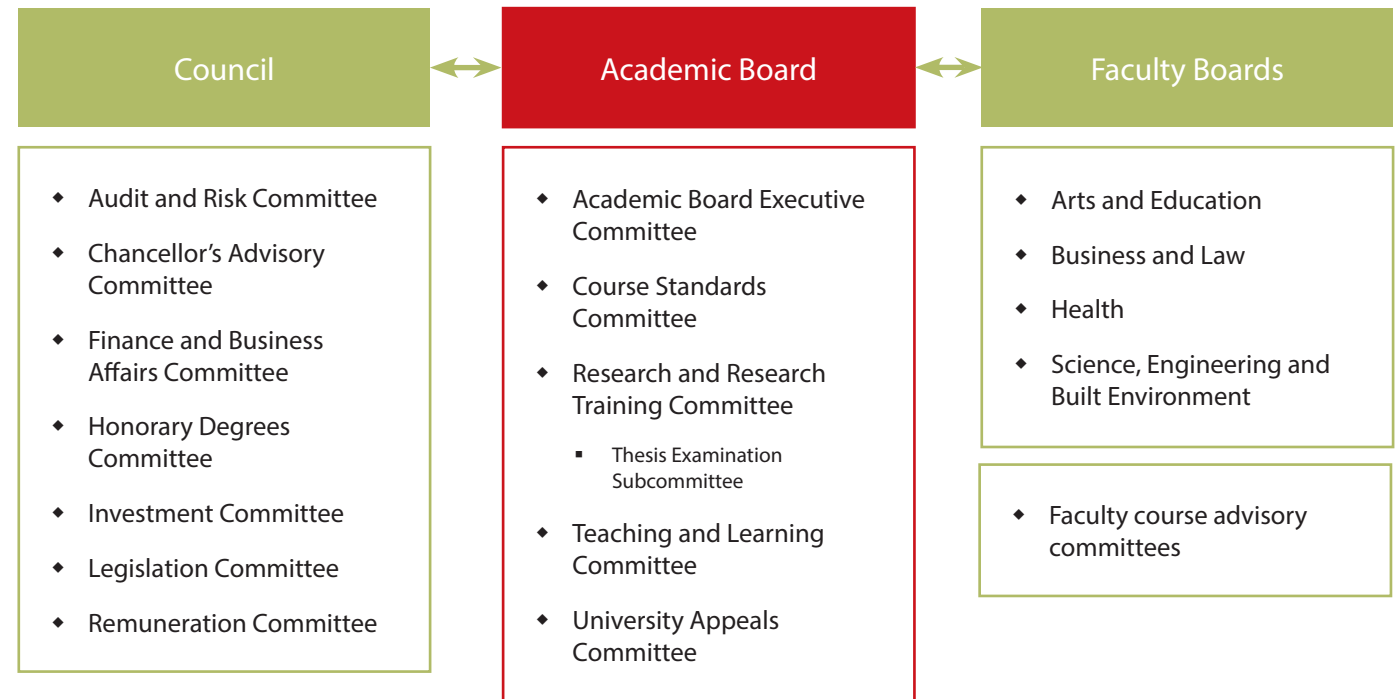
Function 7 — Student discipline and academic appeals

- 7.1 Provide oversight on quality assurance for academic progress activities.
- 7.2 Ensure adequate arrangements for the maintenance of the student academic and general misconduct framework.
- 7.3 Ensure adequate procedures for, and the effective operation of, student misconduct and academic progress appeals.

Academic Governance

The principal academic governance body of the University is the Academic Board. The governing legislation for Academic Board is Statute 2.2 – The Academic Board and Regulation 2.2(1) – The Academic Board and is constituted under the Deakin University Act 2009 (Vic.).

Academic governance committee structure



Academic Board does not have sole responsibility for academic governance within Deakin. Academic governance responsibility occurs within Faculty Boards of the University, the Academic Board, and finally with Council.

The previous section outlined the Functions of the Academic Board, which are derived from Statute 2.2, each of these functions relates to one or more of the following five areas of academic governance. The next section outlines the five areas pertaining to academic governance that relate to the business and responsibilities of the Academic Board.

Membership

Regulation 2.2(1) — *The Academic Board* sets down the composition of the Academic Board, which consists of 59 members drawn from official members, elected members and co-opted members.

Official Members

- Chair, Academic Board
- Deputy Chair, Academic Board
- The Vice-Chancellor
- Deputy Vice-Chancellor Education
- Deputy Vice-Chancellor Global Engagement
- Deputy Vice-Chancellor Research
- Pro Vice-Chancellor Planning and Integrity
- Pro Vice-Chancellor Research Development and Training
- Pro Vice-Chancellor Teaching and Learning
- Pro Vice-Chancellor Strategic Partnerships
- Pro Vice-Chancellor Graduate Employment
- Executive Dean Faculty of Arts and Education
- Executive Dean Faculty of Business and Law
- Executive Dean Faculty of Health
- Executive Dean Faculty of Science, Engineering and Built Environment

- University Librarian
- Director, Institute of Koorie Education
- President, Deakin University Student Association, or nominee

Elected Members

There are 40 elected members being:

- two general staff members elected by and from all general staff, whose appointments are both 0.5 fraction or more and of 12 months duration or more
- three members of the Professoriate elected by and from members of the Professoriate, whose appointments are both 0.5 fraction or more and of 12 months duration or more
- eight academic staff members from each Faculty, elected by and from all academic staff in the Faculty, of whom a minimum of four must be Professors, whose appointments are both 0.5 fraction or more and of 12 months duration or more

- three students elected by and from students enrolled at the University on the date on which the notice of the election is published and who are not full time employees of the University.

Co-opted Members

Such members appointed by the Academic Board for the purpose of assisting the Academic Board achieve an informed perspective on any of the powers or duties of the Academic Board as defined in Regulation 2.2(1), clause 2(c).

Terms of Office

All elected positions expire on 31 December. Elections for membership of the Academic Board normally commence in October of each year via the University's election website.

Chair and Deputy Chair — The terms of office of each of the Chair and Deputy Chair shall normally each be three years and shall normally serve no more than two consecutive three year terms.

Elected Staff Member — The term of office of an elected staff member shall normally be two years and shall normally serve no more than two full terms of office consecutively.

Students — The term of office for an elected student member shall normally be two years.

Vacancies

The Academic Board is guided by Regulation 7.1(1) — *Elections*, whereby the office of an elected or co-opted member of the Academic Board can become vacant if any of the following applies:

- his or her elected term expires
- the member resigns in writing

- the member ceases to hold the office, position or qualification which entitled him or her to be elected
- the member ceases to be enrolled in a course which entitled him or her to be elected
- the member dies or otherwise becomes unable to act
- he or she becomes entitled to be an official member, in which case the member's former position results in a vacancy.

If a vacancy occurs:

- 3 months or less before the term of office is due to expire, the vacancy cannot be filled, more than three months but less than twelve months before the term of office is due to expire, then that position can be co-opted
- more than 12 months before the term is due to expire, an election shall be conducted.

Chair and Deputy Chair

The Chair of the Academic Board is elected by the Professors of the University and the Deputy Chair is elected by the Professors and Associate Professors, in accordance with Regulation 2.2(1) — *The Academic Board*.

The election of a Chair and Deputy Chair occurs during the last quarter of the year preceding the first year in which they hold office. The term of office for both positions is three years, ending on the 31 December in the third year. The Chair and Deputy Chair are eligible to be re-elected at the end of their first term but they cannot serve more than two consecutive three year terms.

Full membership of the Academic Board is available at: deakin.edu.au/about-deakin/leadership-and-governance/academic-board

Academic Board Proceedings

The Academic Board normally meet at least six times in each year. A number of meetings are held by video conference. The meetings are usually held in the James Leslie Council Chamber at the Geelong Waterfront Campus and East 2 at the Burwood Corporate Centre, Melbourne Burwood Campus. Meetings are normally held on Tuesdays commencing at 10 am. Specific dates and venues are set out in the [University committee meeting schedule](#). Coffee, tea and a light lunch is provided.

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 ab-secretary@deakin.edu.au by either emailing or telephoning 03 5227 8561.

To assist members in identifying each other, nameplates are provided for each meeting. They are set out in alphabetical order at the entrance of the Academic Board meeting room before the meetings commence. On arrival, each member collects their nameplate and takes it to where they sit during the meeting. Members are also asked to sign the attendance sheet, located next to the name plates.

Academic Board meetings are governed by meeting rules listed in the [Academic Board Standing Orders](#). The following procedures will assist you in understanding these rules.

Business Schedule

The annual Academic Board Business Schedule is indicative of the items to be submitted to the Academic Board for consideration, determination and/or information. It provides an indication of the range and scope of items that are likely to be considered. A copy of the Business Schedule can be downloaded from the [Academic Board website](#).

The Agenda

The agenda for each meeting is available on the [Academic Board website](#) one week prior to the meeting. Members will be sent an email advising when the agenda is available. The

deadline for agenda items is normally 13 working days prior to the meeting.

A member who wishes to have a matter discussed at an Academic Board meeting, should advise the Secretary by the deadline for agenda items. Sufficient background information must be provided to allow for adequate discussion. The Secretary will advise the Chair of the Academic Board of the nature of the matter raised in order to determine:

- whether the matter will be placed on the Academic Board agenda
- whether the matter should be deferred to a committee of the Academic Board
- whether the matter should be referred elsewhere.

The Chair of the Academic Board will finalise the agenda for the forthcoming meeting in consultation with the Academic Board Executive Committee. Those items on the agenda that are intended for discussion will be 'starred', with all other items being approved or received without discussion. Members are invited to 'star' additional items at the meeting. Urgent items may be brought to the attention of the Chair prior to the commencement of the meeting who may star the item at their discretion.

Items for consideration, endorsing and approval require a decision and are generally passed onto the University Council or another committee for either noting, approval or further decision. Items for noting are for Members' information.

Motions and Amendments

- A motion or amendment shall be couched in clear and precise language and should normally be affirmative in form.
- Motions appearing on the agenda shall be taken as moved and seconded.

- Any motion or amendment moved from the floor which is not seconded shall lapse, and no record of it shall appear in the Minutes.
- In the absence of a member who has given notice of motion, a motion shall lapse unless another member present is prepared to move it.
- A motion may be amended or withdrawn by the mover with the consent of the meeting.
- A member who, without comment, seconded a motion or amendment shall not be deemed to have spoken.
- An amendment shall relate directly to the matter involved in the motion.
- An amendment which is a direct negative of the motion shall be disallowed.
- Only one amendment shall be accepted at a time. However, a member may speak against an amendment by drawing attention to a foreshadowed amendment to be moved if the amendment before the meeting is defeated.
- If an amendment has been defeated, a further amendment which is substantially the same as the defeated amendment is out of order.

Rules of Debate

The Board/committee shall ordinarily conduct its business in accordance with the ordinary rules of debate, in particular:

- For a motion on the agenda the Chair shall invite an appropriate person to speak to the motion as the first speaker. When a motion is moved from the floor the mover and seconder will be invited to speak first.
- Thereafter the member first observed to raise his or her hand by the Chair shall be given priority in speaking.
- A member may speak more than once on any question but does not have the right to do so if the Chair

considers that other members are being denied the right to speak or that the member is being unduly repetitious.

- The Chair may participate in the debate from the Chair.
- There is no distinction between official and other members.

Putting the Motion/Amendment

No member may speak to a motion, except to raise a point of order, after it has been put by the Chair and the show of hands or ballot has been taken.

Voting

Voting shall be decided by a show of hands unless a ballot is directed by the Chair or is demanded by at least ten members. Where a ballot is taken, it shall be conducted in such manner as the Chair shall decide, provided that secrecy be ensured. Observers with rights of audience and visitors may not vote.

Questions

Questions relating to the affairs of the University may be put through the Chair to any member present. The Chair may disallow any question.

Quorum

A quorum is one third of the members of the Board. Should a meeting lack a quorum, no business will be approved or ratified, however items of business can be discussed and 'notes' will be recorded. Items scheduled that require approval or resolution at the meeting will normally be held over to the next meeting.

Conflict of Interest

Members of the Board who have an interest in any matter being considered must declare the nature of the interest either in writing to the Chair or at the meeting. Any deliberations of conflict of interest must be recorded for the minutes and the Board will determine whether the member remains to be present for any deliberation; and/or is entitled to vote on the matter.

The Chair of the Academic Board shall stand aside as chair for a particular item on a meeting agenda if there is a potential conflict of interest. The Academic Board will then nominate a temporary chair for discussion of the particular item. At times when the Chair of the Academic Board is required to consider matters under delegated authority or exemptions relating to matters where there may be a potential conflict of interest, the Academic Board may nominate a particular person as their nominee in relation to the required decision.

Confidentiality and Privacy (in camera)

At times some items discussed by the Academic Board will be considered too sensitive a nature to be released to the University at large. When this occurs, a portion of the meet-

It is important to remember that members of the Academic Board do not 'represent' their constituent body by which they were elected. Members act in accordance with their own views, with respect to issues discussed, and these views may not necessarily be the views of constituent bodies.

ing will be held 'in camera'. The Chair may ask observers or non-members to leave the meeting whilst the meeting operates in-camera. Where practicable, the agenda will indicate the intention to hold certain parts of the proceedings in camera but will not include details that are considered by the Chair to be of a sensitive nature. Items discussed at these times are recorded in an in-camera version of the minutes.

The Minutes

The minutes record the date, time and place of the meeting. The names of the Chair and of all other persons present at the meeting and members absent with apology are also recorded along with a summary of the business conducted at the meeting including motions which are carried.

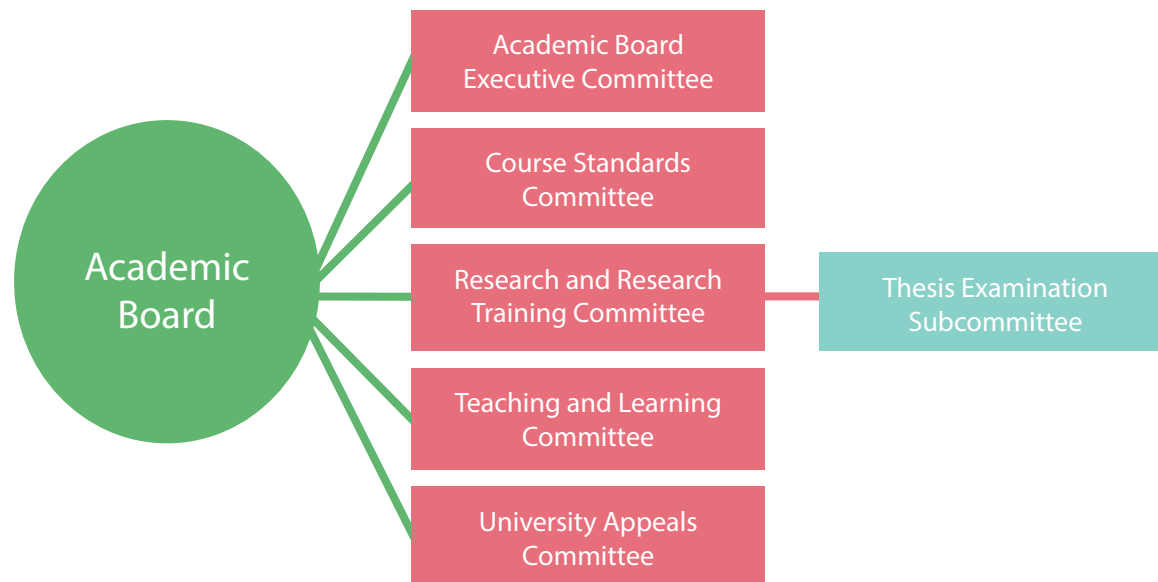
A record of the following matters are not included in the minutes:

- the names of the mover and seconder, if any, of a motion
- the number of votes for or against a motion, unless so directed by the Chair
- the names of individual members expressing a particular point of view.

The minutes of each Academic Board meeting are submitted to the following meeting for confirmation. After they are confirmed, they are signed by the Chair as a true record of the proceedings of the previous meeting. Any amendments to the minutes of a previous meeting will be included in the minutes of the succeeding meeting. The minutes of the meeting are circulated electronically to members within two weeks after the Academic Board meeting. They are made available on the [Academic Board website](#) and members will be sent an email advising when the minutes are available.

Standing Committees

Regulation 2.2(1) — *The Academic Board* empowers the Board to appoint such committees as it sees fit. The Academic Board has established standing committees and their subcommittees to undertake the detailed work of the Board.



The current membership and terms of reference of each of these committees can be accessed on the [Academic Board website](#).

Members of the Academic Board are expected to participate on the Academic Board Standing Committees, depending on their interests, expertise and available time. Members will also be asked to serve on working parties, selection panels or ad hoc committees from time to time as the need arises.

Chairs of the Standing Committees

Standing Committee	Chair
Academic Board Executive Committee	To be advised
Course Standards Committee	A/Professor Jo Coldwell-Neilson
Research and Research Training Committee	Professor Chris Hickey
Teaching and Learning Committee	A/Professor Jamie Mustard
University Appeals Committee	Professor Damien Kingsbury

Roles and Responsibilities

The Chair of the Academic Board is the most senior elected academic within the University.

Chair of the Academic Board

The role of the Chair includes:

- acting as the formal point of contact between the academic community and the Vice-Chancellor, and
- increasing the engagement of the academic community in the work of the Academic Board and its influence on the University as a whole.

The Chair of the Academic Board has the following responsibilities:

- to Chair meetings of the Academic Board and the Academic Board Executive Committee
- to ensure that the Academic Board fulfils its responsibilities to Council and that it fulfils its established functions and the obligations set out in its schedule of business
- to lead the work of the Academic Board and its committees and appoint the Chair and Deputy Chair of the standing committees
- to develop an effective, responsive and influential Academic Board
- to actively promote the Academic Board as a collegial, representative body that encourages open exchanges of ideas and views on matters of academic importance

- to set and manage the business, activities and operations of the Academic Board and its committee structure (on advice from the Academic Board Executive Committee)
- to keep informed of the activities and issues affecting the academic organisation of the University
- to ensure, through regular meetings, that the Deputy Chair and committee chairs are kept informed of major academic issues and the way in which the Board will address these
- to promote the work of the Academic Board to the wider University community
- to represent and promote the views of the Academic Board at Council and Senior Management meetings
- to develop the annual program for Academic hot topics
- to develop and implement succession plans for officers of the Board and committee chair positions
- to represent the Academic Board on appointment committees for senior academic and other senior staff of the University
- to represent the Academic Board at graduations and at other University functions as appropriate
- to approve the agenda, minutes and reports of the Academic Board prior to publication.

Deputy Chair of the Academic Board

The role of the Deputy Chair of the Academic Board is to support the Chair of the Academic Board across the entire portfolio of his or her responsibilities.

The Deputy Chair of the Academic Board has the following responsibilities:

- to carry out on behalf of the Chair, or assist the Chair to carry out, such functions as the Chair may determine
- to act in the position of the Chair of the Academic Board in the absence of that person
- to keep informed of the activities and issues affecting the academic organisation of the University
- to assist the Chair to promote the work of the Academic Board to the wider University community
- to actively support and enhance the work of the Academic Board
- to provide leadership to ensure that an appropriate focus and alignment with the work of the Board is maintained by committees of the Board
- to meet regularly with the Chair of the Academic Board and chairs of committees
- to actively promote the Academic Board as a collegial, representative body that encourages open exchanges of ideas and views on matters of academic importance.

Members of the Academic Board

Conduct of members

Officers and staff members for Academic Board and its committees are expected to adhere to the responsible and ethical behaviour and conduct as set out in the [Code of Conduct](#). Student members should adhere to the behavioural expectations as set out in the [Student Charter](#).

Members of the Academic Board are expected to demonstrate the following behaviours:

- meeting preparation
- collective decision making
- debated outcomes
- demonstrated respect for others
- listening
- saying what you think
- fair judgement
- showing solidarity outside meetings
- giving regular feedback to one another
- sharing of information after Board meetings.

Members of the Academic Board have the following responsibilities:

- to understand the role and responsibilities of the Academic Board and the way in which it contributes to the maintenance and monitoring of standards in teaching and research and governance of the University
- to prepare for and attend meetings of the Academic Board and contribute actively to scheduled discussions and debates
- to contribute positively to the functioning of the Academic Board through membership of standing and ad hoc committees of the Board and membership of such selection panels as may be required from time to time
- to act in the best interests of the University and not as a representative of any constituent group which may have elected or appointed the member

- to promote the work of the Academic Board to the wider community and to communicate decisions and outcomes of Academic Board meetings
- to maintain the confidentiality of information marked 'confidential' obtained through membership of the Academic Board.

Student Members

Student members of the Board are also required to take up membership of the relevant Academic Board standing committee. The undergraduate and postgraduate student members automatically become members of the Teaching and Learning Committee. Likewise, the higher degree by research student member is automatically a member of the Research and Research Training Committee. Student members may also claim any travel expenses incurred when attending Board or committee meetings. Please contact the [Academic Board Secretary](#) regarding any claim.

Members of Standing Committees

The role of members of committees is to contribute positively to the work and effectiveness of the committee. Members of committees of the Academic Board have the following responsibilities:

- to understand clearly the role and responsibilities of the committee and the way in which it contributes to the work of the Academic Board
- to be familiar with the policies within the committee's portfolio
- to prepare for and attend meetings of the committee and contribute actively to scheduled discussions and debates
- to undertake tasks assigned by the committee chair
- to act in the best interests of the University and not as a representative of any constituent group
- to promote the work of the Academic Board to the wider community and to communicate decisions and outcomes of committee meetings.

Chairs of Standing Committees

- The role of each committee chair is to ensure that the committee's work contributes appropriately to the functioning of the Academic Board:
- Committee chairs have the following responsibilities to:
 - chair the meetings of the committee
 - develop a clear understanding of the role of the committee and the way in which it contributes to the Academic Board fulfilling its responsibilities
 - provide leadership to the committee
 - ensure that the committee fulfils its responsibilities to the Academic Board and its obligations under the committee's terms of reference and schedule of business
 - set and manage the business, activities and operations of the committee and any subcommittee structure (on advice from the Chair and Deputy Chair of the Academic Board)
 - actively promote the committee as a collegial body that encourages open exchanges of ideas and views on matters of academic importance
 - attend regular meetings with the Chair and Deputy Chair of the Academic Board and the Academic Board Executive Committee to discuss the work of the Board, major academic issues and the way in which the Board will address these
 - promote the work of the committee to the wider University community
 - work closely with the assigned committee executive officer to ensure that the committee receives appropriate information and advice
 - work closely with the assigned committee executive officer in the development and review of the academic policies within its assigned portfolio
 - approve the agenda and minutes of the committee prior to publication and to approve the committee's report to the Academic Board.

Deputy Chairs of Standing Committees

The Deputy Chair of the Academic Board Standing Committee has the following responsibilities to:

- carry out on behalf of the Chair, or assist the chair to carry out, such functions as the Chair may determine
- act in the position of the Chair of the relevant Academic Board Standing Committee in the absence of that person.

Executive Officer

The role of the Board and committee executive officers is to provide high level secretariat support to the Board and its committees to enable them to fulfil their responsibilities.

The committee executive officers have the following responsibilities:

- to understand the role of the committee, its fit within the Academic Board committee structure and the contribution of the committee to the overall work of the Academic Board
- to assist the chair of the committee to manage the work assigned to the Board/committee so that it meets its annual obligations under its terms of reference and by completing other work assigned to it by the Academic Board
- to manage the operational aspects of the Board/committee's work
- under the guidance of the chair, research and prepare papers to inform the work of the Board/committee
- to ensure that the Board/committee has the documents it needs to make timely and informed decisions
- to understand the University legislation and policies relevant to the committee's responsibilities
- to promulgate decisions of the Academic Board and its committees to the wider University community
- to assist the Board/committee chair in ensuring a shared understanding by members of the role and responsibilities of the Board/committee
- to draft agendas, minutes, follow up correspondence and reports to the Council/Academic Board for approval by the chair of the Board/committee.

Further Information

Information about the Academic Board is available on the website.

So that you can access the following links easily, please [download this manual from the Deakin University website](#).

The latest version of all statutes and regulations concerning the Academic Board can be found at the following web links:

- [Statute 2.2—Academic Board](#)
- [Regulation 2.2.\(1\)—The Academic Board](#)
- [Academic Board policy](#)
- [Membership details](#)
- [Meeting conduct \(Standing orders\)](#)
- [Committees of the Academic Board](#)
- [Annual business schedule](#)
- [Meeting deadlines](#)
- [Agendas and Minutes](#)

The following officers of the University will be pleased to answer any further questions you may have in relation to your role as a member of Academic Board:

Chair, Academic Board
Professor Chris Hickey
chair-ab@deakin.edu.au
Phone: 03 5227 2666

Deputy Chair, Academic Board
Vacant

Secretary, Academic Board
Ms Karen McFarlane
karen.mcfarlane@deakin.edu.au
Phone: 03 35563 3232