

This regulation is made pursuant to Statute 3.1 – *Officers and Staff of the University*.

**Principal Officers of Schools**

1. The Vice-Chancellor shall appoint a Principal Officer to each School in each Faculty. The Principal Officer of a School may be awarded the title:
  - (a) Head of School;
  - (b) Dean; or
  - (c) other title as designated by the Vice-Chancellor as appropriate.
2. The term of the appointment of a Principal Officer of a School shall normally be for an initial term of three years. A Principal Officer of a School is eligible for reappointment for a further term or terms of not more than three years each, but ordinarily shall not hold office for more than three consecutive terms.
3. A Principal Officer of a School shall:
  - (a) have such powers and duties as are prescribed in this regulation and in any other university Statute or university regulation, and as conferred or delegated to them by the Vice-Chancellor;
  - (b) convene and preside at all meetings of the School subject to the prior right of the Chancellor, a Deputy Chancellor, the Vice-Chancellor and the Principal Officer of the Faculty to preside at any such meeting;
  - (c) be an official member of the Faculty Board and of any committee of the School, and may preside at any meeting of any committee of the School subject to the prior right of the Chancellor, a Deputy Chancellor, the Vice-Chancellor and the Principal Officer of the Faculty to preside at any such meeting;
  - (d) transmit to the Faculty Board resolutions and recommendations of all meetings of the School; and
  - (e) advise the Principal Officer of the Faculty on any matter pertaining to the School upon which he or she may seek advice from time to time;and in each year shall:
  - (f) prepare an annual report on the activities of the School for the preceding calendar year which shall include details of the teaching, research and service undertaken by members of the academic staff of the School and such other matters as may be requested by the Principal Officer of the Faculty from time to time;
  - (g) present that annual report to a meeting of the Faculty Board as directed by the Principal Officer of the Faculty; and
  - (h) present the curriculum of the School for the following year to the Faculty Board prior to the last meeting of the Faculty Board in each year.

4. Subject to the general superintendence of the Principal Officer of the Faculty, a Principal Officer of a School shall have the following responsibilities:
- (a) coordinate the academic affairs of the School in accordance with policies established by the Academic Board and the Council and the rules established by the Faculty Board;
  - (b) provide academic leadership pertaining to teaching, research, service and other academic activities of the School;
  - (c) ensure effective leadership and management of all operational aspects of the School, including staffing, teaching and student engagement, academic affairs, research, management, administration, budgeting, resource allocation, working conditions and occupational health and safety matters and academic quality assurance;
  - (d) allocate work loads and duties to all members of the School;
  - (e) establish and maintain appropriately high standards of teaching, research and service in the School;
  - (f) ensure the delivery of high quality teaching and supervision to all enrolled students and the provision of assessment results in accordance with the University's Academic Calendar and assessment procedures;
  - (g) maintain general superintendence of the staff of the School including ensuring that every staff member takes part in the Performance Planning and Review process;
  - (h) contribute as required to the management, administration and priorities of the University; and
  - (i) exercise such other powers and to perform such other duties as may from time to time be delegated by the Principal Officer of the Faculty.
5. During any absence of the Principal Officer of a School, the Vice-Chancellor may appoint an Acting Principal Officer to act in place of the Principal Officer of the School.

#### **Senior School Officers**

6. The Vice-Chancellor may from time to time appoint senior officers in Schools.

Approved by Council on 11 December 2008 and incorporating all amendments to 21 November 2014.