

VICE-CHANCELLOR APPOINTMENT ADVISORY COMMITTEE TERMS OF REFERENCE

ROLE

The Vice-Chancellor Appointment Advisory Committee is established by Council under section 11 of the Deakin University Council Regulations and ss 65-67 of the Council Charter. Its role is to advise the Council on the appointment of an Acting and ongoing Vice-Chancellor.

TERMS OF REFERENCE

The terms of reference of the Vice-Chancellor Appointment Advisory Committee are:

Acting Appointment

1 To advise Council on the appointment of an Acting Vice-Chancellor.

Ongoing Appointment of Deakin's next Vice-Chancellor

2 To advise Council on the appointment of an ongoing Vice-Chancellor and to fulfil the following responsibilities:

Approval of position description, selection criteria and related documentation

2.1 To approve the position description and selection criteria for the position.

2.2 To approve other documentation supporting the search, selection and recruitment steps, consistent with the position description and selection criteria.

Supervision of executive search firm and other advisory firms

2.3 To oversight the search firm engaged to seek candidates; to instruct the search firm on all matters related to the search process; to monitor the progress of the search process; and to approve information to be provided to candidates.

2.4 To approve the selection, if required, of other expert advisory firms as may be required to support the appointment process, eg for due diligence checking.

Shortlisting and interviewing of candidates

2.5 To conduct the shortlisting of candidates.

2.6 To conduct the interviews of candidates.

2.7 To consider referee reports, due diligence checks and testimonies as appropriate.

Reports and recommendation to Council

2.8 To report to Council regularly on steps to fulfil these terms of reference.

2.9 To advise Council on the appointment of a Vice-Chancellor in accordance with the *Deakin University Act*.

COMPOSITION

- Claire Higgins, Chancellor and Committee Chair
- Georgina Williams, Deputy Chancellor
- Deakin Distinguished Professor Judy Currey, Chair Academic Board

- Deakin Distinguished Professor Catherine Bennett, Elected Staff Member of Council
- Paul Ting, Elected Student Member of Council
- Professor Glyn Davis AC, former Vice-Chancellor, University of Melbourne
- Peter Varghese AO, immediate past Chancellor, University of Queensland

DURATION OF ESTABLISHMENT

The Committee is established for the duration of the Vice-Chancellor appointment process. It will be disestablished automatically on appointment of the Vice-Chancellor.

Approved by Deakin University Council on 6 August 2026