INTRODUCTION

1 The School or Department is the primary operational and delivery unit of the University comprising a nucleus of academic staff who are responsible for the development, implementation and management of the School or Department’s student, academic, human and financial resources.

FUNCTIONS

2 The School / Department Committee shall:

   (1) provide advice to the Head of School / Department in relation to the School/Department’s teaching and research performance;

   (2) provide advice in relation to the resourcing of teaching, research and staffing, including the allocation of teaching workloads;

   (3) provide advice to the Head of School / Department on the preparation of the annual budget;

   (4) provide advice to the Head of School / Department on the School/Department’s plans for its academic profile;

   (5) be the focus for consultation on academic planning matters, in particular curriculum development for those programs and courses for which the School/Department has responsibility, including

       - considering submissions for new programs and modifications to existing programs,
       - considering submissions for new courses and modifications to existing courses,
       - recommending course outlines for the School / Department, including the Statement of Resources,
       - ensuring that the School / Department has a program of regular and systematic review of courses.

   (6) review student progress through programs for which the School / Department has responsibility.

   (7) provide advice to the Head of School / Department in relation to health and safety issues affecting the School / Department.

MEMBERSHIP

3 (1) The membership of the School / Department Committee comprises

Core members:

   - the Head of School / Department shall be the Chair (ex officio)
   - Deputy Heads of School/Department or Discipline Heads where no Deputy Heads are appointed (ex officio)
   - elected academic staff representatives, excluding sessional staff
   - one general staff member
   - student representation - one undergraduate and one postgraduate, co-opted by the Committee
The elected academic staff representatives shall be appointed for two-year terms as follows:

- <15 academic staff - 4 academic staff, at least 2 must be level A or B
- 16-25 academic staff - 5 academic staff, at least 2 must be level A or B
- 26-35 academic staff - 6 academic staff, at least 3 must be level A or B
- >35 academic staff - 7 academic staff, at least 3 must be level A or B.

Only core members have voting rights.

The Committee shall be constituted with due regard to gender balance.

Representation from other elements of the University shall be by invitation with rights of audience and debate.

Other members of the School/Department may attend school/department meetings with rights of audience and debate.

There shall be provision for a School/Department Forum that includes all staff and students associated with the School/Department.

**ADVISORY COMMITTEE/S**

4 In consultation with the Group Pro-Vice-Chancellor and Dean, a Head of School/Department may form one or more external Advisory Committees.

**MEETINGS**

5 The School/Department Committee must meet at least four times each calendar year.