

# ACADEMIC SENATE EXECUTIVE COMMITTEE TERMS OF REFERENCE



THE UNIVERSITY OF  
**NEWCASTLE**  
AUSTRALIA

## Standing Committee of Academic Senate

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### 1. Establishment

- 1.1 The Academic Senate Executive Committee was established as a standing committee of Academic Senate in the Constitution of the Academic Senate approved by Council on 21 May 2010.

### 2. Purpose and Functions

#### 2.1 Purpose

The purpose of the Academic Senate Executive Committee is to advise and assist the President of the Academic Senate on matters referred to it by the President and to assist the President of the Academic Senate to ensure that the Academic Senate fulfils its functions and obligations.

#### 2.2 Functions

The functions of the Academic Senate Executive Committee are to:

- 2.2.1 provide strategic oversight of the functioning of Academic Senate and its Committees;
- 2.2.2 advise the President of Academic Senate on urgent matters within the jurisdiction of Academic Senate which arise between meetings of Academic Senate. Actions taken are to be reported to the next meeting of Academic Senate;
- 2.2.3 review and resolve any matters referred by the President of Academic Senate and/or Chairs of the Academic Senate Standing Committees; and
- 2.2.4 consider any matters referred to it by Academic Senate, or by the President of Academic Senate, or, where an urgent response required, by Senate's other committees.

## **2.3 Meetings**

2.3.1 The Academic Senate Executive Committee will meet when required as determined by the President of Academic Senate.

2.3.2 Standing Orders of the Academic Senate will apply.

## **3. Reporting**

The Academic Senate Executive Committee will report to the President of the Academic Senate.

## **4. Membership**

**4.1** The membership of the Academic Senate Executive Committee shall consist of:

4.1.1 President of Academic Senate (Chair);

4.1.2 Deputy President Academic Senate responsible for teaching and learning;

4.1.3 Deputy President Academic Senate responsible for research;

4.1.4 Deputy Vice-Chancellor responsible for teaching and learning;

4.1.5 Deputy Vice-Chancellor responsible for research and innovation;

4.1.6 one academic member of the University nominated by the President and endorsed by Academic Senate; and

4.1.7 Academic Registrar.

**4.2** The term of membership for the member listed in 4.1.6. is one year.

**4.3** Rights of Audience and Debate

In accordance with the Academic Senate Standing Orders, the Chair may grant rights of audience and debate for a specific meeting or item(s) in a meeting to such a person, persons or categories of person as deemed appropriate.

**4.4** Quorum

The quorum for meetings of the Academic Senate Executive Committee shall be at least one half of its total membership (to the nearest whole number, not including any vacancies), given the majority of members are ex-officio.

## **5. Standing/Sub-Committees**

Nil

## **6. Authorities (Delegations)**

Nil

## **7. Contact**

Council and Academic Senate Services, Council and Records Management

## **8. Essential Supporting Documents**

Governance Rule

Academic Senate Handbook

Standing Orders of the Academic Senate

## **9. Related Documents**

University of Newcastle Act 1989 (NSW)

University of Newcastle By-law 2017 (NSW)

College Board Terms of Reference

Program and Course Approval Committee Terms of Reference

Research Committee Terms of Reference

Teaching and Learning Committee Terms of Reference

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**Document History and Authority**

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**Date Approved** 16 June 2010

**Approval Authority** Academic Senate (resolution AS10:054)

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<b>Date</b>	<b>Approved By</b>	<b>Amendment</b>
24 June 2022	Academic Senate	Amendment for removal of Interim Constitution of Academic Senate Rule and inclusion of Governance Rule. Quorum numbers defined. Document History and Authority updated for all amendments. Replacement of "Faculty" with "College"
8 September 2020	Academic Senate	Revised version approved amending Clause 2.3.
28 September 2011	Academic Senate	Inclusion of new Clause 2.2.3 (dispute resolution) approved (AS11:169).
19 October 2010	Academic Senate	Minor amendment to section 4.3 Attendance to Rights of Audience and Debate. 19 October 2010.
16 June 2010	Academic Senate	The Terms of Reference for this Committee were approved by Academic Senate on 16 June 2010 with effect from 1 July 2010.

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