

## **Appendix 1 - Senate**

### ***Terms of reference***

#### **General**

The Senate has responsibility, under the control and approval of Council, for oversight and Assurance of the Academic Endeavour of the University, as set out in Charter.

The Senate shall discharge its function in alignment with the University's Strategy, which is defined by the Executive Board and approved by Council.

The Senate has no independent jurisdiction over financial expenditure; in such matters instruction will be received from the Executive Board and material decisions or recommendations will be deferred to the Executive Board.

#### **Specific**

1. The Senate is responsible for oversight of student experience, teaching, learning and assessment, including but not limited to:
  - (i) the conferment and rescission of higher education awards;
  - (ii) academic regulations and regulations concerning students;
  - (iii) the grounds upon which a student may be excluded, suspended or expelled from the University.
2. The Senate is responsible for oversight of research and innovation, including but not limited to:
  - (i) ethical conduct in research and innovation;
  - (ii) intellectual property arising from research.
3. The Senate shall provide oversight of Academic Promotions, including processes relating thereto and ensuring consistency of practice.
4. The Senate shall provide oversight of student admissions, including monitoring the composition of the student body.
5. The Senate shall recommend persons to Council to receive Honorary Degrees or other academic distinctions.
6. The Senate shall approve the establishment (or discontinuation) of its own sub-committees and their respective terms of reference and reporting requirements, and through said sub-committees, discharge its oversight. These are currently:
  - (i) the University Education Committee;
  - (ii) the University Research & Innovation Committee;
  - (iii) the Senate Progression & Conferment Executive;
  - (iv) the University Promotions Committee;
  - (v) the Honorary Degrees Committee;
  - (vi) the Senate Nominations Committee;
  - (vii) the Academic Freedom and Freedom of Expression;
  - (viii) the Access and Participation Governance Panel.

Sub-committees shall, amongst other things, be for the purpose of approving, amending or repealing Regulations relating to the Academic Endeavour.

7. The Senate shall receive regular reports from and retain governance oversight of its sub-committees, reviewing the discharge of its responsibilities through said sub-committees on a regular basis and no less often than every five years.
8. The Senate shall report to each ordinary Council meeting on the discharge of its responsibilities, and may make recommendations to Council on Ordinances which reflect the Academic Endeavour of the University, or generally bring matters to the attention of Council as appropriate.
9. The Senate will provide an annual quality assurance report and accompanying action plan relating to the continuous improvement of the student academic experience and student outcomes to Council.
10. The Senate shall elect members of the Senate to be members of Council, according to the constitution of Council.
11. The Senate shall be chaired by the Provost & Senior Vice-President, a formal act of delegation from the President & Vice-Chancellor who is *de facto* Chair as set out in Charter.
12. The Senate shall act in accordance with the University's values.

### ***Membership***

#### Chair

Provost & Senior Vice-President

#### Secretary

Pro-Vice-Chancellor, Education

#### Ex-officio members

- President & Vice-Chancellor
- Pro-Vice-Chancellor, Research & Innovation
- Pro-Vice-Chancellor, Executive Dean (of the Faculties (x3))
- Vice-President, Global
- Associate Deans, Education (x3)
- Associate Deans, Research & Innovation (x3)
- Dean of GIFT City
- Associate VP, External Engagement (International)
- Chief Student Officer
- Director of Academic Performance, Quality and Governance
- Director of Research, Innovation & Impact
- Director, People-Centred Institute for Artificial Intelligence
- Director, Institute for Sustainability
- President of the Students' Union
- VP Voice of the Students' Union

#### Nominated members

Six from each Faculty (at least one to be an Early Career nominated academic), self-nominated through an open call. One Postgraduate Research Student, self-nominated through an open call. Selection will be made by the Senate Nominations Committee.

#### Observer Open Seat member:

One Seat open to all staff, self-nominated through an open call. Nominations received by the set deadline retained and selected, at random, to attend one meeting of Senate.

#### In attendance

Minute-taker for Senate

### Period of appointment

Ex-officio members remain as members of Senate for the term of their appointment in their role. If an ex-officio member is not able to attend a meeting, they can nominate an alternate suitable member of staff to attend. The alternate to a member has the same voting rights as the member.

Nominated Faculty academic members shall serve an initial term of two years and shall be eligible for re-election for one further term of two years, following which there must be a break of one year before any further re-election. In any event a maximum of six years in total may be served.

Nominated Postgraduate Research Student Representative member shall serve an initial term of one year and shall be eligible for re-election for one further term of one year.

Nominated Observer Open Seat members attend for one meeting of Senate (only once per year for the same attendee permitted).

### ***Operation***

#### Quoracy

The quoracy requirements shall be half of the current members. In the case of an equal vote, the Chair shall have a casting vote.

#### Frequency of meetings

Meetings are held four times a year. Exceptional meetings may be held at the discretion of the Chair.

#### Decision making outside of meetings

Decisions may exceptionally be taken by Chair's action. At the discretion of the Chair, decisions may also be passed by email circular, or similar electronic means, provided that all members are copied into the electronic exchange.

In such instances, for such a decision to be valid, not less than 75% of the membership must reply to the Secretary to confirm their agreement. The Secretary shall forward a compilation of responses to the Chair and shall confirm to all members that the decision has been passed. A copy of the decision signed by the Chair shall be treated as properly passed by a meeting duly convened and held.

The date of the decision shall be the date upon which the Secretary confirms to all members that it has been passed. The Secretary shall be responsible for ensuring that decisions made by email are reported to the next meeting and for retaining an appropriate record.

#### Reports to Council