

Responsibilities of Student Committee Members

Academic Senate and Standing Committees

Students play vital roles on the University's committees, and provide invaluable advice and inputs to decision-making from the student perspective. The University values and welcomes student contributions to its committee processes.

The responsibilities outlined below are relevant for students who are elected to positions on Academic Senate and its Standing Committees, including and School Academic and Research Committees.

Academic Senate is the peak forum of the University for academic debate and discourse, and the primary custodian of academic values and standards for the University. It is a standing committee of the University's governing body, the Board of Trustees, and its functions are outlined in the [Academic Governance Policy](#). In practice Senate and its committees are responsible for approving academic policies, the curriculum for courses and units, student grades and graduation lists, providing advice to the Vice-Chancellor and Board of Trustees on a wide range of academic matters, and protecting the academic quality and integrity of the University's academic programs.

The Academic Senate Standing Committees listed below are defined by resolutions of the Academic Senate: [More details of the current Academic Senate Standing Committees can be found on the [Academic Senate Standing Committees](#) website.]

- Academic Senate - meets six times per year on a Friday morning from 9.30am to 12.30pm.
- Education Committee – meets six times per year on a Tuesday morning from approximately 9.30am to 12 noon.
- Assessment Committee - meets four times per year on a Tuesday morning from approximately 9.30am to 12 noon.
- Academic Planning and Courses Approvals Committee – monthly meetings held usually on a Tuesday morning from 10am to 12 noon.
- Research Committee - meets five times per year usually on a Thursday morning from approximately 9.00am to 11 am.
- Research Studies Committee - meets monthly usually on a Tuesday from 12 noon.

Responsibilities

1. As a member of an academic governance committee of the University, you are required to act in good faith and in the best interests of the University as a whole.
2. It is important for nominees and voters to understand that elected members do not 'represent' the constituencies from which they are drawn in the way that a member of Parliament represents their constituents. Rather they are expected to bring a student or staff perspective, as the case may be, to the committee. All members, whether appointed or elected, are required to act at all times in the interests of the University rather than as delegates representing sectional interests.
3. Academic committees operate in a collegial manner and need active members who will attend all meetings, read the papers with care (the committee secretary and chair will be able to answer your questions about the papers and the operation of the committee), contribute to discussion from their perspective, and ask questions. Further information on the procedures for meetings is contained in the [Standing Orders](#).
4. Members are expected to attend all meetings, as a quorum is essential. The [Academic Governance Policy](#) contains provisions relating to apologies and absences, and you should be familiar with these requirements. It is important to note that the position of an elected member of Senate (or a standing committee) becomes vacant where the member is absent from three consecutive meetings, without leave having been granted by the committee.
5. Where a member has an interest in a matter, or is perceived to have an interest, it must be declared and managed to ensure integrity and transparency. The committee chair can answer any questions about whether you have an interest that needs to be declared. Once a committee member declares an interest in a matter

before the committee, it is then up to the chair/committee to determine if it is a conflict and how the matter should be dealt with. Further information is available in the [Declarations of Interest](#) resource.

6. Most academic committee meetings are open meetings, however confidentiality is expected with regard to those matters noted as confidential or discussed in closed session. Student members will not be able to be present at a meeting whenever the committee is processing or reviewing results for named, individual students. However, most meetings deal with a much wider range of issues, and student input is warmly welcomed.

For additional information or assistance, please contact the appropriate contact listed on the [Academic Senate Standing Committees Webpage](#).