



Senate Executive Committee

1. Terms of Reference

- a. Identify issues requiring attention by the Senate and ensure the preparation of appropriate draft proposals and recommendations, together with supporting documentation, for consideration by Senate or its standing committees.
- b. Functions as delegated to it from time to time by the Academic Senate.
- c. Where expedient and not contrary to policies, determine urgent matters within the jurisdiction of Senate, which arise between meetings of Senate, and report action taken to Senate for ratification.
- d. Consider and determine any matters referred to it by Senate, or by the Chair of Academic Senate, or, where urgency is required, by Senate's other committees.

2. Membership

Membership is as follows:

- a. Chair of Academic Senate (Chair)
- b. Deputy Chair of Academic Senate
- c. Deputy Vice-Chancellors and/or Divisional Heads of learning, teaching and research portfolios, or nominees
- d. Director, Data Integrity, Quality and Operations and Registrar
- e. Two of the elected members of Senate, appointed by the Chair of Academic Senate, to achieve gender balance and/or appropriate expertise.

Note: "Ratification" acknowledges that a matter was approved by the Senate Executive Committee and confirms that this approval was in accordance with the functions delegated to the Senate Executive Committee.

3. Chairing of Meetings

The meeting is Chaired by the Chair, Academic Senate. In their absence, the Deputy Chair will preside.

4. Meeting Frequency

Senate Executive Committee will meet between 4 to 6 times per year or as required. E-meetings may be scheduled at the discretion of the Chair to consider urgent matters.

5. Quorum

Quorum is one-half (or if one-half is not a whole number, the whole number next higher than one-half) of the total number of its members then in office.



If a quorum is not present within 30 minutes of the stated commencement time, the meeting shall automatically lapse and the business on the agenda shall be included in the agenda for the next meeting.

Approved at Academic Senate on 15 August 2025.