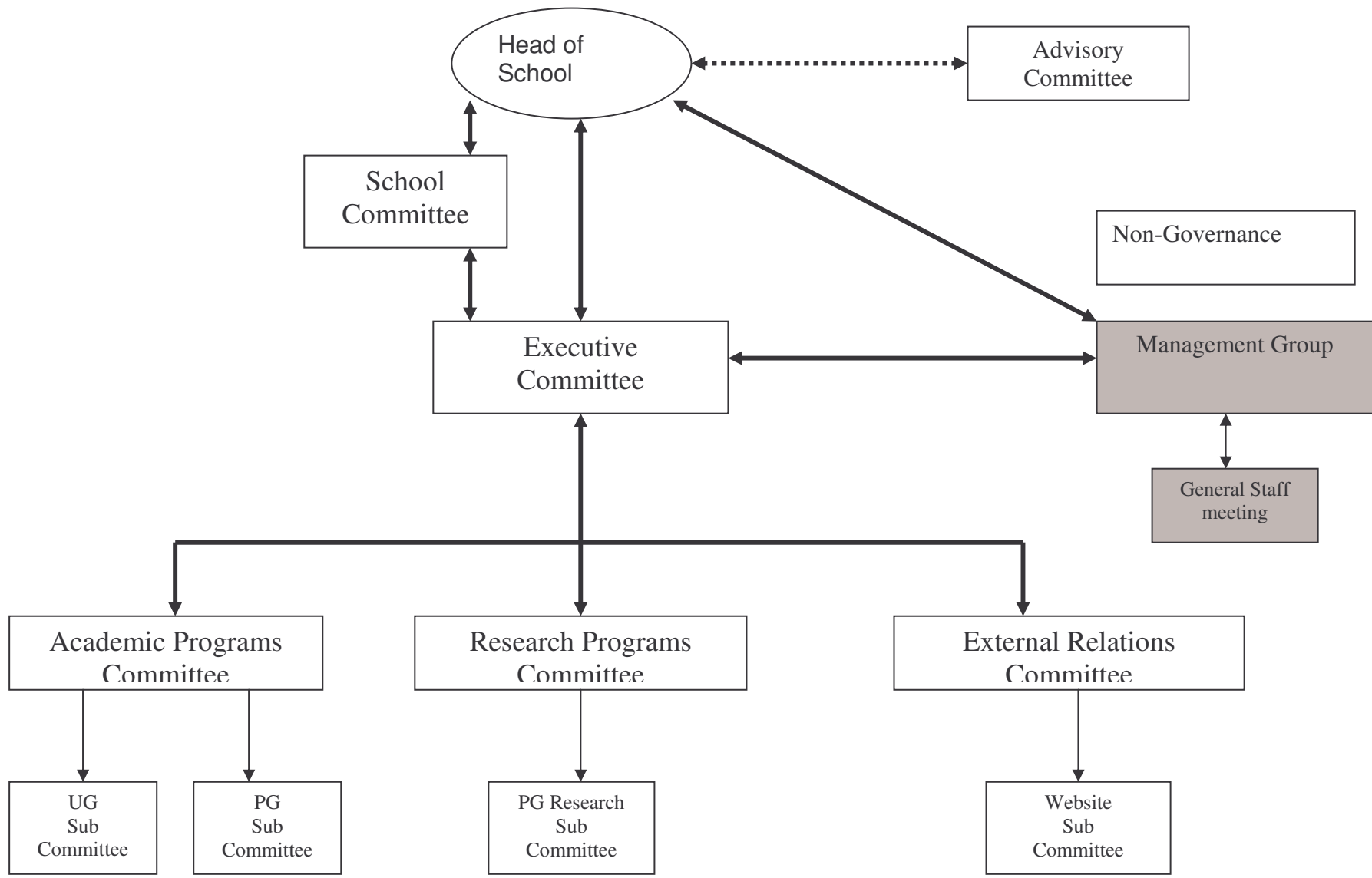




THE UNIVERSITY OF MELBOURNE  
SCHOOL OF BEHAVIOURAL SCIENCE

GOVERNANCE STRUCTURE  
&  
COMMITTEE TERMS OF REFERENCE

NOVEMBER 2005



## **Position Title: Convenor, Academic Programs**

### **1. Position Summary**

The Convenor is responsible for the academic teaching programs carried out in the School. The Convenor provides advice to the Head of School and represents Academic Programs on the Executive Committee and serves on other Committees within the School and Faculty as appropriate.

### **2. Key Responsibilities**

The convenor is responsible for:

- overseeing curriculum review and development;
- administering the budget allocation for teaching support;
- providing budget information for Academic Programs to the Executive committee;
- reviewing Quality of Teaching and other evaluations and responding with appropriate measures when these fail to meet agreed standards;
- coordinating policy development in relation to undergraduate and postgraduate teaching;
- coordinating the inclusion of cultural diversity in the curriculum;
- entry requirements and equivalency; and
- reviewing performance against the operational plan.

## **Position Title: Convenor, External Relations**

### **1. Position Summary**

The Convenor is responsible for the promotion of the School in all external contexts. The Convenor provides advice to the Head of School and represents External Relations on the Executive Committee and serves on other Committees within the School and Faculty as appropriate.

### **2. Key Responsibilities**

The Convenor is responsible for:

- coordinating policy development for the School's strategic direction for external relations;
- implementing agreed strategic directions in accordance with Faculty and University strategic and operational plans;
- coordinating the development of a range of strategies to increase the profile of the School within the University, locally, nationally and internationally;
- providing budget information for External Relations to the Executive Committee;
- reviewing the performance against the operational plan;
- coordinating policy development and review with respect to external relations; and
- considering and reviewing opportunities for improving external relations.

<b>Position Title: Convenor, Research</b>
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## **1. Position Summary**

The Convenor is responsible for the programs of research carried out in the School. The Convenor provides advice to the Head of School and represents Research Programs Committee on the Executive Committee and serves on other Committees within the School and Faculty as appropriate.

## **2. Key Responsibilities**

The Convenor is responsible for:

- promoting high standards and practices of supervision and research conduct;
- coordinating the development of research policies that ensure that all academic staff are research active;
- establishing standards and targets for research grant income and for research publications;
- providing budget information from Research Programs Committee to the Executive Committee;
- monitoring and reporting on the research activities of the School;
- coordinating the development of strategies for research and developing applications for research funding;
- promoting the research profile of the School within the University by building on acknowledged strengths and encouraging new and innovative research;
- promoting research collaborations between staff and with other higher educational institutions;
- encouraging and supporting cooperative research arrangements with industry and government agencies; and
- reviewing performance against the operational plan.

# ***School Committee***

## **Membership**

- School Manager
- Resources Manager
- Technical Services Manager
- All full-time or fractional time academic staff at level B and all full-time or fractional time post doctoral fellows
- One member of each of the following groups, each elected by their fellows
  - Temporary lecturers
  - Tutors and Senior tutors
  - Two members of each of the following groups, each elected by their fellows
    - two of administrative staff
    - two of technical staff
    - two student nominees, one undergraduate and one graduate, undertaking studies in the school

NB: All General staff are invited to attend any meeting of the School Committee as observers.

## ***Functions / Terms of Reference***

- The School Committee may review decisions or consider matters referred to it by the Executive committee at a regular or extraordinary meeting.
- The School Committee may refer matters to the Executive Committee

## ***Meetings, Minutes and Reporting***

- The School Committee must meet at least five times per year.
- The School Committee will regularly meet in February, July, and November.
- The School Committee may hold extraordinary meetings at the request of a number of members. The number of members is to be not less than half the number for a quorum for a School Committee meeting.
- The quorum for a meeting of the School Committee is one fifth of the membership of the School Committee.
- Proceedings will be posted on the shared drive.
- The School Manager will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# ***Advisory Committee***

## **Membership**

- Head of School (Ex-officio)
- Professors of the School
- Faculty Representative
- Community Representative
- Professional Representative
- School Manager or nominee

## ***Functions / Terms of Reference***

1. The Advisory Committee provides broad-ranging strategic advice to the Head of School on all matters pertaining to the discipline and profession.

The Advisory Committee may co-opt additional members as it sees fit.

## ***Meetings, Minutes and Reporting***

- The Advisory Committee will meet at least once per year.
- Committee advice will be posted on the shared drive.
- The Assistant to the Head of School will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# ***Executive Committee***

## **Membership**

- Head of School (Chair)
- Deputy Head of School
- School Manager
- Convenor of the Research Committee
- Convenor of the Academic Programs Committee
- Convenor of the External Relations Committee
- An elected member of academic staff
- Previous Head (if this person declines then they would be replaced by a second elected member of academic staff)

## ***Functions/Terms of Reference***

1. The Head of the School is the final decision maker and will be advised by the Executive Committee.
2. The primary function of the Executive Committee is to assist and advise the Head in the general Management of the School and in conjunction with the School Committee to develop, implement and monitor the Schools strategic plan, operational plans and policy.
3. The Executive Committee is responsible for:
  - The coordination and management of the School's business including responsibility for subordinate committees which report to it (management, academic programs, research programs, and external relations)
  - Budget and finance
  - The School's strategic management
  - Academic administration
  - Responding to any item that requires a School position to be articulated.
4. The Executive Committee will normally refer matters to the School Committee.
- 4a. The Executive Committee will consider matters referred to it by the School Committee.
5. The Executive Committee may direct subordinate committees to report on or review any matter the Executive refers to them.
6. The Executive Committee may from time to time at its discretion establish subcommittees or working parties and direct them to report on or review any matter the Executive refers to them.
7. The Executive Committee may co-opt members of the school as it sees fit.

The Executive Committee can invite staff and students to attend as observers.

## ***Meetings, Minutes and Reporting***

- The Executive Committee will meet twice per month.
- Meetings will be minuted and available to all staff on the shared drive.
- The School Manager will act as an Executive Officer [EO].
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# ***Academic Programs Committee***

## **Membership**

- Head of School (Ex-officio)
- Convenor of Academic Programs (Chair)
- Deputy Convenor of Academic Programs (Undergraduate) (to be nominated by the Undergraduate Programs Sub Committee)
- Deputy Convenor of Academic Programs (Postgraduate) (to be nominated by the Postgraduate Programs Sub Committee)
- A Member of the Research Committee nominated by the Research Committee
- An undergraduate representative nominated by the Undergraduate Programs Sub Committee from the student membership of the UPSC
- A postgraduate representative nominated by the Postgraduate Programs Sub Committee from the student membership of the PPSC
- School Manager

## ***Functions / Terms of Reference***

1. The Academic Programs Committee is a committee of the Executive and provides advice and recommendations to the Executive on all teaching matters related to the School.
2. The Academic Programs Committee is responsible for overseeing:
  - curriculum review and development;
  - administering the budget allocation for teaching support;
  - providing budget information for Academic Programs to the Executive Committee;
  - reviewing Quality of Teaching and other evaluations and respond with appropriate measures when these fail to meet agreed standards;
  - determining appropriate policy in relation to undergraduate and postgraduate teaching;
  - the inclusion of cultural diversity in the curriculum; and
  - entry requirements and equivalency.
3. The Academic Programs Committee may from time to time at its discretion establish sub-committees or working parties and direct them to report on or review any matter within its portfolio.

## ***Meetings, Minutes and Reporting***

- The Academic Programs Committee will meet six times per year. Additional meetings may be called on an as-needs basis.
- Committee decisions will be posted on the shared drive.
- The School Manager will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# Undergraduate Programs Sub Committee of the Academic Programs Committee

## Membership

- Convenor of Academic Programs (Ex-officio)
- Deputy Convenor of Academic Programs (Undergraduate) (Chair)
- Coordinators of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, & 4<sup>th</sup> year, Graduate Diploma and medical teaching programs
- Undergraduate Student Admin Staff
- Two undergraduate students nominated and elected by the undergraduate psychology students

## ***Functions / Terms of Reference***

1. The Undergraduate Programs Committee is a sub-committee of the Academic Programs Committee and provides advice and recommendations to that Committee on all matters pertaining to undergraduate education.
2. The Chair of this Sub committee will alternate between the 2nd and 3rd year coordinators and will act as the Deputy Convenor of Academic Programs (Undergraduate)
3. The Undergraduate Programs Committee is responsible for:
  - undergraduate curriculum review;
  - establishing procedures for monitoring individual student progress and providing assistance to those students considered ‘at-risk’;
  - the development of appropriate mechanisms for review and evaluation of course changes;
  - review of Quality of Teaching and other evaluations and respond with appropriate measures when these fail to meet agreed standards;
  - the production and publication of course guides and activities relating to the promotion of undergraduate programs within the School;
  - student selection, enrolment, assessment and progress;
  - transition;
  - support services including mentor programs and those required by international students;
  - the inclusion of cultural diversity in the curriculum; and
  - entry requirements and equivalency.
4. The Undergraduate Programs Sub Committee may from time to time at its discretion establish working parties and direct them to report on or review any matter within its portfolio.

## ***Meetings, Minutes and Reporting***

- The Undergraduate Programs Sub Committee will meet six times per year, subject to sufficient business to warrant a meeting.
- Meetings will be minuted and available to all staff on the shared drive.
- An admin support officer will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# Postgraduate Programs Sub Committee of the Academic Programs Committee

## Membership

- Convenor of Academic Programs (Ex-officio)
- Deputy Convenor of Academic Programs (Postgraduate) (Chair)
- Coordinators of Professional Programme streams
- Postgraduate Student Admin Staff
- Two postgraduate coursework students to be elected from and by the students enrolled in postgraduate coursework psychology degrees
- Postgraduate Programs Administrator

## ***Functions / Terms of Reference***

1. The Postgraduate Programs Committee is a sub-committee of the Academic Programs Committee and provides advice and recommendations to that Committee on all matters pertaining to Postgraduate education.
2. The Chair of this Sub committee will alternate between the Professional Programs Coordinators and will act as the Deputy Convenor of Academic Programs (Postgraduate).
3. The Postgraduate Programs Committee is responsible for:
  - postgraduate curriculum review;
  - establishing procedures for monitoring individual student progress and providing assistance to those students considered 'at-risk';
  - the development of appropriate mechanisms for review and evaluation of course changes;
  - review of Quality of Teaching and other evaluations and respond with appropriate measures when these fail to meet agreed standards;
  - the production and publication of course guides and activities relating to the promotion of Postgraduate programs within the School;
  - student selection, enrolment, assessment and progress;
  - transition;
  - support services including mentor programs and those required by international students;
  - the inclusion of cultural diversity in the curriculum; and
  - entry requirements and equivalency.
4. The Postgraduate Programs Committee may from time to time at its discretion establish working parties and direct them to report on or review any matter within its portfolio.

## ***Meetings, Minutes and Reporting***

- The Postgraduate Programs Committee will meet six times per year, subject to sufficient business to warrant a meeting.
- Meetings will be minuted and available to all staff on the shared drive.
- An admin support officer will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# ***External Relations Committee***

## **Membership**

- Head of School (Ex-officio)
- External Relations Convenor (Chair)
- Website Convenor
- School Manager or nominee
- External Relations Manager<sup>1</sup>
- A representative of the Research Committee nominated by the Research Committee
- A representative of the Academic Programs Committee nominated by the Academic Programs Committee
- A postgraduate student to be elected from and by the students enrolled in postgraduate psychology degrees
- An undergraduate coursework student to be elected from and by the students enrolled in undergraduate psychology subjects

## ***Functions / Terms of Reference***

1. The External Relations Committee is a committee of the Executive and provides advice and recommendations to the Executive on all matters pertaining to external promotion of the School. It is charged with representing the profile of the school in research and scholarship in local, national and international settings.
2. The External Relations Committee is responsible for:
  - recommendations for the School's strategic direction for external relations;
  - implementing agreed strategic directions in accordance with Faculty and University strategic and operational plans;
  - Providing budget information for External Relations to the Executive Committee;
  - developing a range of strategies to increase the profile of the School within the University, locally, nationally and internationally;
  - reviewing the performance against the operational plan;
  - recommending and reviewing policies relating to external relations;
  - considering and reviewing opportunities for improving external relationships;
  - establishing and maintaining an alumni program;
  - promotion to and recruiting prospective students;
  - developing policies that ensure that all academic staff can engage in external collaborations;
  - establishing standards and targets for recruitment;
  - monitoring and reporting on the promotion activities of the School; and
  - liaison with the Academic Program and Research Committees.
3. The External Relations Committee may from time to time at its discretion establish working parties and direct them to report on or review any matter within its portfolio that is referred to them.

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<sup>1</sup>To be confirmed by School Committee

### ***Meetings, Minutes and Reporting***

- The External Relations Committee will meet once per month subject to sufficient business to warrant a meeting.
- Committee decisions will be posted on the shared drive.
- The External Relations Manager will act as Executive Officer.<sup>1</sup>
- Agenda items are to be forwarded to the EO one week prior to the meeting.

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<sup>1</sup> To be confirmed by School Committee

# Website Sub Committee of the External Relations Committee

## Membership

- External Relations Convenor (Ex-officio)
- Website Convenor (Chair)
- School Manager or nominee
- External Relations Manager<sup>1</sup>

## ***Functions / Terms of Reference***

1. The Website Sub Committee is a committee of the External Relations Committee and provides advice and recommendations to the External Relations Committee on all matters pertaining to Website within the School.
2. The Website Committee is responsible for:
  - ensuring the website functions well and is easy to use;
  - ensuring that material on the website is up to date, accurate and conforms with University policy;
  - assisting staff to represent the activities of the School in teaching and research on the web; and
  - monitoring and reporting on the website activities of the School.

## ***Meetings, Minutes and Reporting***

- The Website Sub Committee will meet six times per year subject to sufficient business to warrant a meeting.
- Committee decisions will be posted on the shared drive.
- The External Relations Assistant<sup>2</sup> will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

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<sup>1</sup> To be confirmed by School Committee

<sup>2</sup> To be confirmed by School Committee

# Research Programs Committee

## Membership

- Head of School (Ex-officio)
- Research Convenor (Chair)
- Deputy Convenor Research (Graduate Research Coordinator)
- Deputy Convenor Research (Chair of Examiners)
- Deputy Convenor Research (Chair of Ethics)
- One postgraduate research student of the School
- One research only member of the School
- One research active teaching and research member of staff
- School Manager or nominee

## ***Functions / Terms of Reference***

1. The Research Programs Committee is a committee of the Executive and provides advice and recommendations to the Executive on all matters pertaining to research programs within the School.
2. The Research Programs Committee is responsible for:
  - promoting high standards and practices of supervision and research conduct;
  - developing research policies that ensure that all academic staff are research active;
  - establishing standards and targets for research grant income and for research publications;
  - providing budget information from the Research Programs Committee to the Executive Committee;
  - monitoring and reporting on the research activities of the School;
  - developing strategies for research and developing applications for research funding;
  - promoting the research profile of the School within the University by building on acknowledged strengths and encouraging new and innovative research;
  - promoting research collaborations between staff and with other higher educational institutions;
  - encouraging and supporting cooperative research arrangements with industry and government agencies; and
  - reviewing performance against the operational plan.
3. The Research Programs Committee will ensure that the School's research activities comply with ethical standards governing responsible research conduct.
4. The Research Programs Committee will review the School's research activities in terms of the goals and targets of the School's research strategy as delineated in the School's operational plan.
5. The Research Programs Committee may from time to time at its discretion establish working parties and direct them to report on or review any matter within its portfolio that is referred to them.

### ***Meetings, Minutes and Reporting***

- The Research Programs Committee will meet six times per year subject to sufficient business to warrant a meeting.
- Committee decisions will be posted on the shared drive.
- The School Manager will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.

# PG Research Sub Committee

## Membership

- Head of School (Ex-officio)
- Deputy Convenor Research (Graduate Research Coordinator) (Chair)
- Deputy Convenor Research (Chair of Examiners)
- One postgraduate research student\* (who will also be a member of the Research Programs Committee)
- School Manager or nominee
- Postgraduate Administration Officer
- One academic member of staff with substantial supervisory experience

\* A student member of the Committee may be excluded from discussions of student selection and student progress.

## ***Functions / Terms of Reference***

1. The Student Research Committee is a sub committee of the Research Programs Committee and provides advice and recommendations to the Research Programs Committee on all matters pertaining to the management of research in higher degrees.
2. The Postgraduate Research Sub Committee is responsible for:
  - monitoring and reporting on completions;
  - approving new supervisors;
  - approving new student admissions;
  - approving projects;
  - approving annual reviews;
  - arbitrating disputes between students and supervisors;
  - support, mentoring and pastoral care;
  - advocacy for students;
  - quality assurance and auditing of supervision; and
  - monitoring the student review process.

## ***Meetings, Minutes and Reporting***

- The Postgraduate Research Sub Committee will meet once per month subject to sufficient business to warrant a meeting.
- Committee decisions will be posted on the shared drive.
- The Postgraduate Research Administration Officer will act as Executive Officer.
- Agenda items are to be forwarded to the EO one week prior to the meeting.