

Academic Board – information for members

The Monash University Academic Board is responsible for the maintenance of high standards in teaching and research and acts to assist the University in ensuring the highest quality of its academic endeavours.

Academic Board therefore makes regulations with respect to a range of academic matters. In addition to performing its critical functions in approving academic programs, the Board is an active contributor to debates regarding academic direction and quality at the University.

Responsibilities of Members

To enable Academic Board to discharge the responsibilities conferred on it by University legislation and its Terms of Reference, members are expected to engage actively with the business of the Board by:

- Familiarising themselves with the agenda prior to meetings.
- Attending meetings.
- Contributing constructively to discussion at meetings.
- Suggesting issues that require consideration.
- Participating as members of Working Parties when required.
- Participating as members of Standing Committees of Academic Board when required.
- Where appropriate, by communicating and implementing decisions of the Board.

All members of all University Committees are expected to act in the interests of the University as a whole, rather than to promote the interests of a particular person/group. A member will inevitably bring his/her own interests and background to bear on membership, and may take views of a constituency into account, all of which may be articulated during discussion. However, in the final analysis, members are expected to act in what they honestly believe to be in the University's best interests.

If a member has a conflict of interest in relation to a particular item on a meeting agenda, the member must declare that conflict of interest to the President via the Secretary prior to consideration of the relevant item, and must not take part in a vote on any matter concerning it.

Members are expected to deal with confidential material appropriately - confidential information acquired by a member must not disclose such information to a third party except where the disclosure is authorised by the President.

If a member is unable to attend a meeting an apology may be lodged at any time prior to the meeting by email or telephone to the Administrative Officer or Secretary.

If a member is unable to attend a series of meetings (due to OSP, leave etc), a request for special leave should be made (in advance) to the Secretary.