

President of the Academic Board

Information about the Position

Background

The Academic Board's powers and functions are set out in [Monash University \(Council\) Regulations](#). The Academic Board is responsible to Monash University Council for the maintenance of high standards in education and research.

The members of the Academic Board must elect as President of the Board one of their number who is qualified for election to that office.

The President's relationship with Council is facilitated through the Secretary to Council.

A member nominated for election to the position of President must be active in teaching and/or research at the level of Professor. Nominees must be able to devote 50% of their time to the role of President and also to maintain their active involvement in their teaching and/or research role. This should be confirmed with the nominee's academic supervisor prior to nomination.

This Position Description sets out the terms and conditions of the position, together with the roles, responsibilities and powers of the President of the Academic Board, and the expected experience and capabilities of nominees.

Terms and Conditions of Appointment as President of the Academic Board

The term of office for this appointment is two years, from 1 January 2026 to 31 December 2027.

The position of President is an appointment of 0.5 of full-time. The person elected as President will receive a non-superannuable salary loading to reflect the responsibilities of the position. This loading will be increased in the same proportion and at such dates as professorial salaries are increased in the Enterprise Agreement. The University will also provide administrative support, and funding for travel and accommodation costs incurred in undertaking the role of President. Office space will be available in the Chancellery.

The President is required to be released by his or her Faculty on a 0.5 of full-time basis, and the University will reimburse the Faculty for 50% of the President's substantive salary costs to cover replacement staffing. Any existing loadings will be reduced by 50% to reflect that the person elected as President will be half-time in their current academic role.

Roles and Responsibilities of the President of the Academic Board

- To chair the Academic Board and to promote the Board's role in the maintenance of high standards in education and research.
- To be a member *ex officio* of any committee established by the Academic Board, in order to preserve the right but not the expectation of attendance.
- To be the point of reference for Academic Board representation on University committees e.g. promotion committees.
- To be a member of the Vice-Chancellor's Executive Committee and Senior Management Forum.
- To be a member *ex officio* of Monash University Council.
- To lead and manage the activities of the Academic Board in a manner which reflects its status and maintains its standing within the University.

- To develop and maintain effective relationships with the Presidents of Academic Boards of key partner universities.
- To ensure the Academic Board has an effective and productive working relationship with the Provost, the Deputy Vice-Chancellors, and other relevant senior stakeholders responsible for education, student experience, Indigenous, international, and research and enterprise matters within the University.
- To be involved in senior staff selection and academic promotion processes, and student grievance and misconduct processes.

Experience and Capabilities

- A respected academic member of the University holding the rank of Professor, with a distinguished record in teaching and/or research.
- The ability to provide academic leadership within the University.
- The ability to provide leadership in relation to academic governance and functions. Ideally, the successful incumbent will have had experience in academic governance.
- Demonstrated understanding and respect for Monash University's values and strategic directions.
- A strong sense of collegiality and the ability to foster positive and creative links between senior academic and professional staff of the University.
- An appreciation of procedural requirements in relation to academic matters.
- Effective skills in chairing large meetings, including listening, consultation and negotiation skills.
- Demonstrated relationship management skills, and the ability to form effective relationships and networks with those occupying similar positions, nationally and internationally.

Election Process-Related Information

- Prospective nominees are requested to consider any period of extended leave they may be considering or have had approved.
- The President will be accountable to the Academic Board. An incumbent's term of office may be terminated by a formal resolution of the Academic Board passed by two-thirds of the members present and voting. The term of office will also cease if the President forwards a signed statement of resignation to the Vice-Chancellor, ceases to hold the qualification required for election to the office, or is absent from the University for a period exceeding three months without leave being granted by the Academic Board.
- Where the President is unable to attend a meeting of the Academic Board or is for a brief period unable to fulfil the responsibilities of the office, the Vice-President, or where there are two, the Vice-President nominated for the purpose by the Vice-Chancellor, will be acting President at the meeting or during the brief period.
- If a casual vacancy occurs for the office of President during the elected term, the members of the Academic Board must elect an eligible person to be President for the balance of that term.