

Vice-President of the Academic Board

Information about the Position

Background

The Academic Board is the University's principal academic governance body, established by Council under section 20 of the *Monash University Act 2009*. The Academic Board is responsible for maintaining high standards in education and research across the University. It informs Council on academic matters and oversees the University's academic matters, while ensuring compliance with the *Higher Education Standards Framework (Threshold Standards) 2021*, particularly in relation to academic governance. The Academic Board also ensures alignment with other legislative and regulatory requirements governing higher education in Australia and in overseas jurisdictions where Monash operates. The Academic Board Terms of Reference are available on the [Monash University website](#).

The members of Academic Board must elect a Vice-President and may elect a second Vice-President. The Vice-President is also referred to as the Deputy Chair.

A member nominated for election to the position of Vice-President must be a member of the academic staff and hold the rank of Associate Professor or above. Nominees must be able to devote 0.2 of full-time to the role of Vice-President while maintaining their involvement in their teaching and/or research role. This commitment should be discussed and confirmed with the prospective nominee's academic supervisor prior to nomination.

This document sets out the terms and conditions of the position, together with the roles and functions of the Vice-President of the Academic Board, and the experience and capabilities expected of the role.

Terms and Conditions of Office

The term of office for this appointment is two years, commencing on 1 January 2027 and expiring on 31 December 2028.

The position of Vice-President is 0.2 of full-time. The Vice-President will be required to be released by their Faculty on a 0.2 of full-time basis, and the University will reimburse the Faculty for 0.2 of full-time of the Vice-President's substantive salary costs. Any existing loadings will be reduced by 0.2 of full-time to reflect that the person elected as Vice-President will be 0.8 of full-time in their substantive academic role.

Roles and Functions of the Vice-President of Academic Board

The Vice-President/s support the President in a range of activities, including activities delegated by the President. When the President is unable to preside at a meeting, a Vice-President will preside.

Experience and Capabilities

- A respected academic staff member of the University, holding the rank of Associate Professor or above, with a distinguished record in teaching and/or research.
- Demonstrated ability to provide academic leadership within the University.
- Demonstrated ability to provide leadership in relation to academic governance responsibilities and functions.
- Demonstrated understanding of, and commitment to, Monash University's values and strategic direction.

- A strong sense of collegiality and the ability to foster positive and constructive relationships between senior academic and professional staff across the University.
- An appreciation of procedural requirements in relation to academic matters.
- Effective listening, consultation and negotiation skills.
- Demonstrated relationship management skills, and the ability to establish and maintain 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 planning or that has already been approved.
- The Vice-President will be accountable to Academic Board.
- The term of office of a Vice-President 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 Vice-President submits 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 having been granted by the Academic Board.
- Confirmation of election to the position of Vice-President of the Academic Board is subject to satisfactory eligibility, probity and integrity checks.