Statute 2.3 - The Faculties

Made by the Monash University Council

Version incorporating amendments as at 4 April 2012

1.1 There shall be the following ten faculties:

- Art, Design and Architecture
- Arts
- Business and Economics
- Education
- Engineering
- Information Technology
- Law
- Medicine, Nursing and Health Sciences
- Science
- Pharmacy and Pharmaceutical Sciences

1A. For the purposes of the statutes and regulations, the Victorian College of Pharmacy and the college board are respectively titled the Faculty of Pharmacy and Pharmaceutical Sciences and the faculty board.

1.2 The Council after consulting the Academic Board, may by regulations made hereunder divide a faculty into departments and schools.

1.3 The members of a faculty shall be -

1.3.1 the chancellor, the deputy chancellors and the vice-chancellor and president;

1.3.2 each member of the teaching staff of the faculty or of a department or school thereof who holds the rank of principal tutor or above or who holds a full-time appointment as a senior tutor or tutor; and

1.3.3 such other persons as are in accordance with this statute or regulations made hereunder appointed by the Council as members of the faculty or of a department or school thereof.

1.4 For the purposes of this statute 2.3 and the regulations thereunder, a full time or part time member of the academic staff of a non-Australian campus of the University is –
1.4.1 a member of the teaching staff of the appropriate faculty, or in the case of uncertainty or dispute, of the faculty designated by the Vice-Chancellor and President, or by his or her nominee; and

1.4.2 appointed to the appropriate department or school, or in the case of uncertainty or dispute, the department or school designated by the dean of the faculty –

provided that nothing in this section 1.4 has the effect of causing a member of the academic staff of a non-Australian campus of the University to be an employee of the University if they are not otherwise such an employee.

2.1 The faculty shall be responsible for its academic affairs.

2.2 The faculty shall meet when summoned by its dean or upon the written request of the vice-chancellor and president or of one-third of its members.

2.3 The chairman of any meeting of the faculty shall, if it is so resolved at the meeting, transmit any resolution passed thereat to the faculty board.

3. Subject to this statute the academic affairs of the faculty shall be conducted by its faculty board.

4. The membership of each faculty board shall be –

4.1 the Chancellor;

4.2 the Deputy Chancellor;

4.3 the Vice-Chancellor;

4.4 the Dean of the faculty; and

4.5 such ex officio, appointed and elected members as are provided for in this statute or any regulations made hereunder by the Council after consulting the Academic Board and such regulations may provide that the office of an elected or appointed member of a faculty board shall become vacant in such circumstances as are prescribed in the regulations.

5.1 The term of office of an elected member of a faculty board shall be for two years from 1 January of the year after that in which the election was held or, if so prescribed in respect of that member, for one year from such date as is prescribed by regulations made hereunder; provided that where more than one office for a term of two years is newly created at one time in accordance with a schedule to the regulations made hereunder, half the number of the members elected to such offices (or such number being approximately half as the registrar shall specify) selected in a manner determined by the faculty board shall hold office for one year only.

5.2 The election of each elected member of a faculty board shall be conducted within the three months preceding the start of the member’s term of office by the registrar in accordance with the regulations made hereunder.
5.3 In this section registrar means the registrar of the faculty or, where there is no such officer, the person holding the office equivalent to that of registrar of the faculty.

6.1 Any vacancy in an elective office or in an office to which a member may be or is appointed for a specified term, other than a vacancy occurring by expiry of the term of a member appointed or elected thereto, shall be filled by the appointment by the faculty board of a member to fill the vacancy for the residue of the term.

6.2 The member so appointed shall have the like qualifications, if any, as would have been required for his eligibility for election or appointment to that office for the full term.

7. Subject to section 9 the faculty board shall –

7.1 meet at least once in every term or when summoned by its dean or upon the written request of the vice-chancellor and president or of one-third of its members;

7.2 report to the Council or the Academic Board on any question referred to it by either of those bodies;

7.3 deal with all matters brought before it by the vice-chancellor and president, a deputy vice-chancellor and vice-president or the dean;

7.4 manage and control, and advise the Council or Academic Board on, all matters relating to studies within the faculty's academic fields of interest and responsibility, and in particular matters relating to -

7.4.1 the teaching of courses in such fields, and, with the assistance of such examiners as the Council may by resolution appoint on the recommendation of the board or the dean, the conduct of examinations in such courses;

7.4.2 advice to the Academic Board on any application for admission ad eundem statum when such status is dependent on the recognition of any qualifications which in the opinion of the Academic Board falls within such field; provided that the Faculty of Medicine, Nursing & Health Sciences shall deal with any application for admission ad eundem statum from any candidate for a degree in medicine or surgery;

7.4.3 the curriculum for any degree or diploma the courses for which fall within the faculty's field of responsibility;

7.5 supervise the course of study and subjects within the faculty's academic fields of interest and responsibility and may, as it from time to time thinks necessary, prescribe outlines of and the books for such courses and subjects;

7.6 have such powers and duties as are conferred or imposed on it by any other statute or by any regulation or resolution of the Council;

7.7 consider and take action upon any resolution transmitted to it from a meeting of the faculty.
8. Except when the Council resolves otherwise, every report, recommendation, resolution or other matter which a faculty or a faculty board wishes or is required to place before the Council shall be submitted to the Academic Board for its consideration and for transmission by it to the Council.

9.1 Where a faculty board or its delegate has in the exercise of the powers or duties of the faculty board made a decision upon any matter, the faculty may in general meeting consider and resolve upon the matter and direct that the resolution be transmitted to the faculty board.

9.2 Where a faculty in general meeting resolves upon a matter pursuant to subsection 9.1 the faculty board of the faculty shall comply with the resolution provided that -

9.2.1 not less than seven days' notice in writing of the meeting and of the matter to be considered was forwarded to each member of the faculty and to the vice-chancellor and president and the deputy vice-chancellor and vice-president responsible for the academic administration of the University;

9.2.2 the resolution was passed by a majority of the members of the faculty entitled to attend and vote at the meeting; and

9.2.3 the dean of the faculty or his representative, being a member of the faculty board, was given an opportunity of addressing the meeting before the motion was put.

10.1 The dean of a faculty shall be the head of the faculty, chairman of the faculty board, and shall be ex officio a member of any committee of the faculty or of the faculty board and may at his or her discretion be chairman of any such committee.

10.2 Subject to Statute 3.1 - The chancellor and the deputy chancellors, to Statute 3.2 - The vice-chancellor and president and to subsection 10.3, where the dean has vacated the chair or is absent from any meeting of the faculty or the faculty board, notwithstanding Statute 1.2 - Meetings -

10.2.1 the deputy dean; or

10.2.2 if there is no deputy dean or if the deputy dean has vacated the chair or is absent, the associate dean; or

10.2.3 if there is no associate dean or if the associate dean has vacated the chair or is absent, a person elected by the members present from amongst their number –

shall take the chair.

10.3 Where the dean of a faculty is chairman at any meeting of the faculty or a committee of the faculty or the faculty board, the dean may vacate the chair but may at any time resume the chair.

11. The dean of a faculty must appoint an officer of the faculty to be secretary to the faculty and to its board.
12. When any item of the agenda of a meeting of the faculty board appears to the dean to affect a department or school not represented on the board, the dean shall invite the chairman or head of that department or school to attend the meeting to discuss that item and the chairman or head shall have the right to speak and to vote on that item.

13. The faculty board may by resolution -

13.1 constitute and appoint such committees or boards as it thinks fit, and appoint thereto such persons as it thinks fit whether or not they are members of the faculty board;

13.2 delegate to any committee of the faculty board or any member of the faculty all or any of its powers, authorities and functions other than the power of delegation and the power to recommend changes in regulations to the Academic Board or to Council.

14. The Council may make regulations for or with respect to any matter or thing necessary, expedient or permitted to be prescribed for the purposes of this statute.

15. A faculty board established under this statute shall meet for the first time on a date to be fixed by the Vice-Chancellor provided that until that meeting the powers and duties conferred on the faculty board under this statute may be exercised or performed by the faculty.

16. A faculty existing at the commencement of this statute shall be deemed to be the same faculty on and after that commencement as before notwithstanding any alteration in the constitution thereof affected by this statute.

17.1 If a faculty board constitutes a school board in a school of the faculty, the faculty board shall determine the terms of reference of the school board including -

17.1.1 the making of recommendations to the faculty board through specified academic or administrative structures as appropriate; and

17.1.2 matters which may be determined by the school board.

17.2 The membership of a school board must include at least one student but shall otherwise be determined by the faculty board.

End Notes

1. Table of amendments from 1 November 2011 (as incorporated into this version):

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