

COUNCIL APPOINTMENTS PROCEDURE

SCOPE

This procedure applies to Monash University Council (the Council), Council members and staff involved in the nomination, appointment and reappointment of members of the Council, including the Chancellor and Deputy Chancellor(s).

For the purposes of this procedure, references to 'Monash' refer to Monash University.

PROCEDURE STATEMENT

This procedure supports the implementation of the Council Appointments Policy by setting out the processes for the nomination, appointment and reappointment of members of the Council, including the Chancellor and Deputy Chancellor(s).

The procedure gives effect to the requirements of the *Monash University Act 2009* (Vic) (the Act), the *Monash University Statute* and the *Monash University (Council) Regulations*, and supports transparent, merit-based and accountable Council appointment processes.

1. Eligibility, probity and integrity checks

- 1.1. All appointments and reappointments to the Council are subject to the satisfactory completion of eligibility, probity and integrity checks. These include, as applicable:
 - 1.1.1. TEQSA Fit and Proper Person Declaration;
 - 1.1.2. Declaration Regarding Gender-based Violence History;
 - 1.1.3. National Police records check;
 - 1.1.4. National Personal Insolvency Index check;
 - 1.1.5. ACNC Disqualified Persons Register check;
 - 1.1.6. ASIC Banned and Disqualified Persons check;
 - 1.1.7. Declaration of Private Interests; and
 - 1.1.8. Reference checks.

2. Official and Appointed Members

- 2.1. Official (or ex-officio) members of the Council hold their position on the Council by virtue of their office.
- 2.2. Before any appointed position is due to expire the Governance and Nominations Committee will consider the vacancy arising, having regard to the criteria set out in the [Council Appointments Policy](#). The Committee will recommend to the Council any specific criteria (including skills and experience) to fill the vacancy and the process for identifying candidates to meet the required criteria which will include:
 - 2.2.1. considering the incumbent member for reappointment, subject to:
 - the requirement in the Act that no member of Council serve for longer than 12 years, unless the Council resolves otherwise;
 - the presumption that a standard term of service on the Council is six years; and
 - if those two criteria are satisfied, the completion of a satisfactory performance review.
 - 2.2.2. if reappointment is not proposed, engagement of a search firm including for the purposes of:
 - targeted recruitment;

- publicly advertising the vacancy if expressions of interest for appointment to the Council has not been advertised for a period of three years or more; or
- considering persons who have previously expressed an interest in serving on Council.

- 2.3. For government appointed members, the Chancellor will endeavour to brief the Minister on the selection process at least six months before the vacancy needs to be filled.
- 2.4. The Governance and Nominations Committee will identify priority candidates, with the assistance of the search firm, in accordance with the criteria and process approved by Council.
- 2.5. The search firm will meet with priority candidates to determine their suitability and availability for appointment.
- 2.6. The Governance and Nominations Committee will identify a preferred candidate for appointment who will then meet with the Chancellor, at least one Deputy Chancellor and the Vice-Chancellor. The University will also seek to fulfil any request by a preferred candidate to meet with other senior University officers.
- 2.7. Subject to the satisfactory completion of the screening and probity checks set out in section 1, the Governance and Nominations Committee will recommend to the Council the appointment or reappointment of a preferred candidate by the Council or government.
- 2.8. In the case of government appointed members, the Council will recommend to the Minister one or more suitably qualified candidates for appointment, having regard to the selection criteria.

3. Elected Members

- 3.1. Staff and student nominees for appointment to Council are determined through elections conducted in accordance with the *Monash University (Council) Regulations*.
- 3.2. The Council by resolution appoints a returning officer and determines other matters necessary for the conduct of an election. A copy of that resolution is available on the [Monash website](#).

Staff Elected Member(s)

- 3.3. To be eligible for election as a staff member, a person must:
 - 3.3.1. at all times during the 12 months prior to the date of commencement of the person's term of office be employed by the University and hold a continuing or fixed-term appointment of at least 0.5 equivalent full-time (EFT); and
 - 3.3.2. reside in Australia; and
 - 3.3.3. be a fit and proper person.
- 3.4. In accordance with the *Monash University (Council) Regulations*, there is one staff member elected to the Council.

Student Elected Member(s)

- 3.5. To be eligible for election as a student member of the Council, a person must:
 - 3.5.1. during the calendar year in which the election is held either:
 - a) be enrolled at an Australian campus or Australian teaching location of the University at no less than 0.5 equivalent full-time student load (EFTSL); or
 - b) have been granted an intermission from a course of study at an Australian campus of the University pursuant to regulation 70 of the *Monash University (Council) Regulations*; or
 - c) a combination of (a) and (b) above; and
 - 3.5.2. if also an employee of the University, not hold a continuing or fixed-term appointment exceeding 0.5 EFT; and
 - 3.5.3. be a fit and proper person.
- 3.6. In accordance with the *Monash University (Council) Regulations*, there is one student elected to the Council.
- 3.7. Before a nomination for election to Council is accepted by the Returning Officer, a candidate must provide a declaration that they meet the probity requirements reflected in sub-clauses 1.1.1 - 1.1.7 above.

Eligibility to vote

- 3.8. Voting in Council elections is not compulsory, however, all eligible voters are encouraged to participate.
- 3.9. All students, other than those specified by Council by resolution, are eligible to vote at an election of the student member,

provided they are a student at the date on which the electoral roll is prepared.

- 3.10. All members of staff are eligible to vote at an election of a staff member, provided they are a member of staff at the date on which the electoral roll is prepared.

4. Chancellor

- 4.1. The Council must appoint a person to the office of Chancellor when there is a vacancy in that office.
- 4.2. A person may be appointed Chancellor whether or not the person is a member of the Council.
- 4.3. The Chancellor is accountable to the Council.
- 4.4. The Chancellor must:
- 4.4.1. be a person of high integrity who is independent of senior management and of interests that could conflict with the interests of the University; and
 - 4.4.2. have appropriate skills and experience to chair the Council, contribute to its performance and steward a culture that is consistent with the University's purpose and values.
- 4.5. The Chancellor holds office for a term not exceeding five years fixed by the Council, and on the conditions determined by the Council, in accordance with the university statutes and regulations and is eligible for reappointment.
- 4.6. Before the current Chancellor's term of office is due to expire, the Council will establish whether the current Chancellor wishes to be considered for reappointment.
- 4.7. If the current Chancellor wishes to be considered for reappointment, a Deputy Chancellor nominated by the Governance and Nominations Committee will privately consult with all Council members as to the desirability or otherwise of reappointment.
- 4.8. If the current Chancellor does not wish to be reappointed, the Governance and Nominations Committee will engage an external search firm to assist the Council to identify a suitable candidate to be appointed Chancellor.
- 4.9. Subject to the satisfactory completion of screening and probity checks set out in section 1, the Governance and Nominations Committee will recommend to Council a candidate for appointment as Chancellor.

5. Deputy Chancellor(s)

- 5.1. The Council must appoint a person to be a deputy chancellor of the University when there is vacancy in that office.
- 5.2. A deputy chancellor holds office for a term not exceeding five years fixed by the Council, and on the conditions determined by the Council, in accordance with the university statutes and regulations and is eligible for reappointment. The term of office for the role of deputy chancellor is consistent with the member's term on Council.
- 5.3. A person may be appointed deputy chancellor if they are a Council or Government-appointed member who has demonstrated qualities and skills that align with the attributes necessary to perform the role of deputy chancellor. It is generally desirable that the candidate has served on the Council for a minimum of one year.
- 5.4. Where there is a vacancy for the role of Deputy Chancellor, or where the Council determines on the recommendation of the Governance and Nominations Committee that it is desirable to appoint an additional person as Deputy Chancellor, the Governance and Nominations Committee will authorise the University Secretary to issue a call for nominations.
- 5.5. Following the call for nominations, the Governance and Nominations Committee will recommend to Council a candidate for appointment to each vacant position of deputy chancellor.

6. Vice-Chancellor

- 6.1. The Council must appoint a person to the office of Vice-Chancellor when there is a vacancy in that office.
- 6.2. The Vice-Chancellor's terms of appointment are determined by the Council in accordance with the university statutes and regulations.
- 6.3. The process for appointing the Vice-Chancellor is described in the Senior Appointments Framework (*forthcoming*).

7. President of Academic Board

- 7.1. The President of the Academic Board is elected by the members of the Academic Board and holds office for a term of two years. The requirements and procedure approved by Council for the election of members to the Academic Board are available on the [Monash website](#).

8. Oversight and Management

- 8.1. The Director, Group Governance Services is responsible for the day-to-day management of this Procedure, including

supporting its application and providing advice on its operation.

- 8.2. The Governance and Nominations Committee has oversight of Council appointment processes undertaken in accordance with this Procedure.

DEFINITIONS

Government	means the Government of the State of Victoria.
Minister	means the Minister responsible for administering the <i>Monash University Act 2009</i> (Vic).

GOVERNANCE

Parent policy	Council Appointments Policy	
Supporting procedures		
Associated procedures and/or schedules		
Related legislation	Monash University Act 2009 (Vic) Monash University Statute Monash University (Council) Regulations National Higher Education Code to Prevent and Respond to Gender-based Violence 2025	
Category	Governance	
Approval	Governance and Nominations Committee 3 February 2026 MEETING 1/2026 / AGENDA ITEM 2.3	Vice-Chancellor 25 January 2026
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