



THE AUSTRALIAN NATIONAL UNIVERSITY

COLLEGE OF ENGINEERING AND COMPUTER SCIENCE GOVERNANCE RULES (2009)

1. Introduction

In accordance with the ANU College Governance Rules (No. 2) 2007, the College shall consist of the following governance structure:

- Advisory Board
- Executive Committee
- School Committees
- Education Committee
- Research Committee
- College Forum

2. College Advisory Board

2.1 Each of the following is to be a member of the CECS Advisory Board:

- (a) the College Chair/College Dean;
- (b) each of the members of the Executive Committee;
- (c) not fewer than 3 representatives elected by and from the academic staff of the College;
- (d) a general staff representative elected by and from general staff of each of the administrative, technical and IT areas within the College;
- (e) a College general staff representative elected by and from the general staff of the College;
- (f) not fewer than 3 students of the College, including undergraduate and postgraduate students, chosen by the College Dean in consultation with the President of the Postgraduate and Research Students' Association (PARSA) and the President of the Australian National University Students' Association (ANUSA); and
- (g) such other members, if any, as the College Chair/College Dean appoints.

2.3 The College Chair/College Dean, or his nominee, is to Chair meetings of the College Advisory Board.

2.4 The number of members to be elected under paragraph (c) or (d), and the method of election, and the number of members to be chosen under paragraph (f) to be determined by the College Chair/College Dean.

2.5 The term of each member's appointment, for a member to which paragraph (c), (d) or (f) applies is to be determined by the College Chair/College Dean.

2.6 The number of members must not be fewer than 15.

3. College Advisory Board: Terms of Reference

3.1 The College Advisory Board may advise the College Chair/College Dean on each of the following:

- the future direction of any of the College's disciplines in relation to education and research;
- the research and educational programs of the College, including their quality;
- outreach activities and cross-campus linkages;
- the terms of reference and membership of specialist committees of the College Advisory Board; and
- any other matter referred to it by the College Chair/College Dean.

4. College Advisory Board Meetings

4.1 The College Chair/College Dean must convene a meeting of the College Advisory Board not fewer than 3 times in each year and at least once in each semester.

4.2 The College Chair/College Dean must convene a meeting of the College Advisory Board at any time if asked to do so by not fewer than 20% of the College Advisory Board's members.

4.3 At a meeting of the College Advisory Board, 50% of its members constitute a quorum, or, if that number is not a whole number, then the next whole number greater than the first-mentioned number.

4.4 At a meeting of the College Advisory Board, attendance by invitation must be determined by the Chair.

4.5 The agenda must be distributed not fewer than 7 working days prior to the date fixed for the meeting.

5. Executive Committee

5.1 Each of the following is to be a member of the Executive Committee:

- (a) the College Chair/College Dean;
- (b) the Associate Dean, Education;
- (c) the Director (Research);
- (d) each Head of School;
- (e) the College General Manager;
- (f) such other members, if any, invited by the College Chair/College Dean.

5.2 The College Chair/College Dean is to Chair meetings of the Executive Committee.

6. Executive Committee: Terms of Reference

6.1 The Executive Committee may advise the College Chair/College Dean on each of the following matters:

- the 5-year strategic plan for the College, consistent with the University's strategic objectives, including research and education priorities, projects and programs;
- the management and day-to-day operations of the College;
- the development and implementation of the College's strategic plan;
- any other matter referred to it by the College Advisory Board or the College Chair/College Dean.

6.2 However, the Executive Committee may not advise on a matter relating solely to a particular person.

7. Executive Committee Meetings

7.1 The Chair of the Executive Committee must convene regular meetings of the Committee. It is expected that meetings of the Executive Committee will be held at least monthly.

7.2 The Chair of the Executive Committee must convene a meeting of the Committee at any time if asked to do so by not fewer than 20% of its members.

7.3 At a meeting of the Executive Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

8. School Committees

8.1 The Head of School may establish a School Committee. The School Committee may advise the Head of School on any matter affecting the academic work or administration of the academic area, other than a matter relating solely to a particular person.

8.2 Each of the following may be a member of a School Committee:

- a) each full-time and part-time member of the academic staff of the school concerned;
- b) such casual academic staff of the school as the Head of School concerned determines;
- c) at least one general staff member of the school concerned;
- d) the number of students from the classes of students enrolled in the school concerned as the Head of School determines; and
- e) such other members, if any, as the Head of School concerned determines.

8.3 The College Chair/College Dean is an *ex officio* member of each School Committee.

9. School Committee Meetings

9.1 The Chair of a School Committee must convene a School Committee meeting at least once in each semester.

9.2 The Chair of a School Committee must convene the School Committee meeting at any other time if asked to do so by not fewer than 20% of its members.

9.3 The Chair of a School Committee, after consulting with the members present at the meeting, is to determine the procedure for the meeting.

9.4 At a meeting of a School Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

9.5 The Head of School must arrange for the provision of secretariat and other support to the School Committee meeting.

10. Education Committee

10.1 Each of the following is to be a member of the Education Committee:

- a) College Chair/College Dean;
- b) the Associate Dean, Education;
- c) Manager, Student Services;
- d) each Head of School;
- e) the Associate Dean (Research Training);
- f) Dean, College of Business and Economics (or representative); and
- g) Dean, College of Science (or representative).

10.2 The College Chair/College, or his nominee, is to Chair the meetings of the Education Committee.

11. Education Committee: Terms of Reference

11.1 The Education Committee may:

- formulate College policy in relation to graduate and undergraduate educational matters;
- provide advice and make recommendations on educational issues;
- implement University policies in relation to undergraduate and graduate coursework programs and courses; and
- identify future directions in education and ensure that educational programs are aligned with research strengths.

12. Education Committee Meetings

12.1 The Committee shall meet no fewer than 3 times per year.

12.2 The agenda will be distributed not fewer than 7 days prior to the date fixed for the meeting.

12.3 The Chair of the Education Committee must convene a meeting of the Committee at any time if asked to do so by not fewer than 20% of its members.

12.4 At a meeting of the Education Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

13. Research Committee

13.1 Each of the following is to be a member of the Research Committee:

- a) College Chair/College Dean;
- b) Director (Research);
- c) Dean, MSI or representative;
- d) Director, RSPSE (or representative); and
- e) Not fewer than three representatives of the academic staff, nominated by Heads of School.

13.2 The term of each member's appointment, for a member to which paragraph (e) applies is to be determined by the College Chair/College Dean.

13.3 The Chair of the Research Committee is to be the Director (Research).

14. Research Committee: Terms of Reference

14.1 The Research Committee may provide advice to the Executive Committee on each of the following matters:

- policies, procedures, strategies and resources that will encourage and support research activities within the College;
- future directions in research and the emerging research profile of the College and ensure that research strengths inform the educational programs;
- priorities for large-scale investments in existing research and in new directions for research and establish timeframes for investment;
- allocation of priorities for the funding of research-related activities;
- research performance and the quality of research higher degree programs to ensure that research and research training programs are of the highest quality and standard; and
- external funding opportunities through the development of outreach programs.

15. Research Committee Meetings

15.1 The Committee shall meet no fewer than 3 times per year.

15.2 The agenda will be distributed not fewer than 7 days prior to the date fixed for the meeting.

15.3 The Chair of the Research Committee must convene a meeting of the Committee at any time if asked to do so by not fewer than 20% of its members.

15.4 At a meeting of the Research Committee, 50% of the members constitute a quorum, or if that number is not a whole number, then the next whole number greater than the first-mentioned number.

16. College Forum

16.1 At least once in each year the College Chair/College Dean must convene a staff and student forum (for all academic and general staff and enrolled students of the College) at which the College Chair/College Dean is to report to and discuss with the meeting, matters relevant to the operation and development of the College.

16.2 The College Dean/College Dean is to determine the procedure at a staff and student forum.

16.3 A College staff and student forum may not discuss a matter relating to a particular person.