

LA TROBE UNIVERSITY
FACULTIES REGULATIONS 2009

The Council of La Trobe University makes these Regulations under the **Faculties Statute 2009**.

PART 1—PRELIMINARY

1. Name and commencement

- (1) These Regulations are the **Faculties Regulations 2009**.
- (2) These Regulations come into full force and effect on 1 July 2009.

2. Interpretation

- (1) In these Regulations—

committee means a Faculty budget and planning committee established under section 15;

Statute means the **Faculties Statute 2009**.
 - (2) For the purposes of these Regulations, a person is a student of a Faculty if the person is enrolled in course offered by the Faculty that leads to the award of a degree, diploma, certificate or other award.
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PART 2—CONSTITUTION OF THE FACULTY BOARDS

Note:

Under section 5(2)(b) of the Statute, the Dean of each Faculty is the Chair of the Faculty Board in the Faculty. Therefore, the Faculty Board members specified in this Part for each of the Faculties are additional to the Faculty Deans.

3. Faculty Board of the Faculty of Education

For the purposes of section 5(1)(a) of the Statute, the Faculty Board of the Faculty of Education shall include the following members—

- (a) the Deputy Dean of the Faculty;
- (b) each Associate Dean of the Faculty;
- (c) the head of each academic division in the Faculty;
- (d) each professor in the Faculty;
- (e) the Registrar of the Faculty;
- (f) two members of the academic staff of each academic division in the Faculty, elected by and from the academic staff of that academic division;
- (g) two students of the Faculty pursuing a postgraduate degree in the Faculty and two students of the Faculty pursuing an undergraduate degree in the Faculty, elected by and from the students of the Faculty;
- (i) up to three members of the staff of the Faculty, at least one of whom must be a member of the general staff, appointed by the Faculty Board in its first meeting in any year to be members of the Faculty Board for that year only;
- (j) one member of the academic staff of each Faculty other than the Faculty of Education, nominated by the Faculty Board of each such Faculty.

4. Faculty Board of the Faculty of Health Sciences

- (1) For the purposes of section 5(1)(a) of the Statute, the Faculty Board of the Faculty of Health Sciences shall include the following members—
 - (a) the Deputy Dean of the Faculty;
 - (b) the head of each academic division in the Faculty;
 - (c) one member of the academic staff of each academic division of the Faculty, elected by and from the academic staff of that

academic division;

- (d) four students of the Faculty, at least one of whom must be pursuing a postgraduate degree, postgraduate diploma or graduate diploma within the Faculty, elected by and from students of the Faculty;
- (e) one member of the academic staff of each Faculty other than the Faculty of Health Sciences, nominated by the Faculty Board of each such Faculty;
- (f) the professors appointed to the Faculty;
- (g) the directors of each externally funded research centre or institute established within the Faculty;
- (h) up to two other persons co-opted by the Faculty Board to be members;
- (i) the chair of each committee within the Faculty determined by the Faculty Board to be a principal committee of the Faculty;
- (j) as determined by the Faculty Board—
 - (i) the head of each department, unit or other academic branch (however described) within an academic division of the Faculty that offers a professional undergraduate program; or
 - (ii) the coordinator of professional undergraduate programs in the Faculty;
- (k) one member of the academic staff of the Faculty from each regional campus which has more than ten equivalent full time Faculty academic staff, elected by and from the Faculty academic staff from each such campus who work at least half the number of hours required to constitute full time work.

(2) In sub-section (1)—

equivalent full time, in relation to work, means the total number of hours worked by Faculty academic staff at the relevant regional campus in an ordinary week, divided by the number of hours required to constitute full time work;

externally funded research centre or institute means a research centre or institute as so determined by Council;

full time work means the number of hours of work per week required to constitute full time work for academic staff under University policies and procedures in force from time to time.

5. Faculty Board of the Faculty of Humanities and Social Sciences

For the purposes of section 5(1)(a) of the Statute, the Faculty Board of the Faculty of Humanities and Social Sciences shall include the following members—

- (a) the Deputy Dean of the Faculty;
- (b) the head of each academic division in the Faculty;
- (c) one member of the academic staff of each academic division of the Faculty for every 8 members of the academic staff of each such academic division, elected by and from the academic staff of each such academic division;
- (d) four students of the Faculty, at least one of whom must be pursuing a postgraduate research degree within the Faculty, elected by and from students of the Faculty;
- (e) one member of the academic staff of each Faculty other than the Faculty of Humanities and Social Sciences, nominated by the Faculty Board of each such Faculty;
- (f) two members elected by and from the general staff of the Faculty;
- (g) up to two other persons co-opted by the Faculty Board to be members.

6. Faculty Board of the Faculty of Law and Management

For the purposes of section 5(1)(a) of the Statute, the Faculty Board of the Faculty of Law and Management shall include the following members—

- (a) the Deputy Dean of the Faculty;
- (b) the head of each academic division in the Faculty;
- (c) the Registrar of the Faculty;
- (d) the professors appointed to the Faculty;
- (e) one non-professorial member of the academic staff from each academic division of the Faculty, elected by and from the academic staff of each such academic division;
- (f) four students of the Faculty—
 - (i) at least one of whom must be a postgraduate student of the Faculty elected by and from the postgraduate

students of the Faculty; and

- (ii) at least one of whom must be an undergraduate student of the Faculty elected by and from the undergraduate students of the Faculty;
- (g) one member of the academic staff of each Faculty other than the Faculty of Law and Management, nominated by the Faculty Board of each such Faculty;
- (h) up to two other persons co-opted by the Faculty Board to be members.

7. Faculty Board of the Faculty of Science, Technology and Engineering

For the purposes of section 5(1)(a) of the Statute, the Faculty Board of the Faculty of Science, Technology and Engineering shall include the following members—

- (a) each Associate Dean of the Faculty
- (b) the Deputy Dean of the Faculty;
- (c) the head of each academic division in the Faculty;
- (d) one member of the academic staff from each academic division of the Faculty elected by and from the academic staff of each such academic division;
- (e) four students of the Faculty, at least one of whom must be pursuing a postgraduate research degree within the Faculty, elected by and from students of the Faculty;
- (f) one member of the academic staff of each Faculty other than the Faculty of Science, Technology and Engineering, nominated by the Faculty Board of each such Faculty;
- (g) up to five members of the staff of the Faculty appointed by the Faculty Board in its first meeting in any year to be members of the Faculty Board for that year only;
- (h) up to two other persons co-opted by the Faculty Board to be members.

8. Power of Academic Board to vary eligibility for election or nomination

Despite any other section of these Regulations, the Academic Board may vary the conditions of eligibility for the election or nomination of members to the various Faculty Boards if the Academic Board is satisfied that there are—

- (a) insufficient candidates for election;
- (b) insufficient nominees willing to accept nomination; or
- (c) other reasons which the Academic Board reasonably considers require action to be taken under this section.

9. Elected members of Faculty Boards

Subject to these Regulations—

- (a) elections for non-student members of Faculty Boards shall be held before 31 December in any year and the persons so elected shall assume office on the first day of January following election and shall hold office for a period of two years;
- (b) elections for student members of Faculty Boards shall be held before 30 April in any year and the persons so elected shall assume office on the first day of May following election and shall hold office for a period of twelve months.

10. Appointed and co-opted members of Faculty Boards

- (1) A person appointed to be a member of a Faculty Board shall be appointed for a term of two years unless that Faculty Board determines a different term.
- (2) A person co-opted to be a member of a Faculty Board shall be co-opted for a term determined by that Faculty Board at start of the person's co-option.

11. Casual vacancies on Faculty Boards

- (1) If a casual vacancy arises on a Faculty Board in respect of a non-student member, an election must be held to fill the casual vacancy.
- (2) If a casual vacancy arises on a Faculty Board in respect of a student member at any time within a period of four months before 30 April in any year, the Dean of the relevant Faculty may nominate another student to fill the casual vacancy.
- (3) If the casual vacancy referred to in sub-section (2) relates to a postgraduate student, the Dean may only nominate another postgraduate student to fill the casual vacancy.
- (4) If the casual vacancy referred to in sub-section (2) relates to a student who is not a postgraduate student, the Dean may only nominate another student who is not a postgraduate student to fill the casual vacancy.

- (5) A person elected or nominated to fill a casual vacancy on a Faculty Board shall hold office for the unexpired portion of the term of office of the member being replaced.
- (6) For the purposes of this section, a casual vacancy arises on a Faculty Board if an elected or appointed member's position on the Faculty Board becomes vacant before the elected or appointed member's term expires.

12. Absences greater than 3 months from Faculty Boards

If an elected member of a Faculty Board is to be absent from the University for more than three months, the Faculty Board shall, on the recommendation of the Head of the department in which that member is located, appoint a replacement from that members' constituency for the duration of the absence.

PART 3—DEPUTY DEANS AND CO-OPTED MEMBERS

13. Election of Deputy Deans

- (1) For the purposes of section 5(1)(c) of the Statute, a Deputy Dean of a Faculty shall be elected by a procedure determined for that purpose by the Faculty Board of the Faculty from among—
 - (a) the professors of the Faculty; and
 - (b) unless otherwise determined by the Faculty Board, the other senior members of the full-time academic staff of the Faculty appointed at Level D or Level E of the salary scales specified in the Human Resources Manual published by the University from time to time.
- (2) A Deputy Dean shall be elected for a term of three years and is eligible for re-election.
- (3) A Deputy Dean shall be elected at the first meeting of the relevant Faculty Board in any year in which an election falls due under sub-section (2) and whenever the office otherwise becomes vacant.
- (4) If a casual vacancy in the office of Deputy Dean arises, a replacement shall be elected in accordance with sub-section (1) and shall hold office for the balance of the term of office of the Deputy Dean being replaced.
- (5) For the purposes of sub-section (4), a casual vacancy arises in the office of Deputy Dean if the Deputy Dean's position becomes vacant before his or her term expires.

14. Co-opted members of a Faculty

- (1) For the purposes of section 6(c) of the Statute, the Faculty Board of a Faculty may co-opt persons to be members of the Faculty from any of the following prescribed classes of persons—
 - (a) full time academic staff of the University who work in any discipline related to a discipline of the Faculty;
 - (b) persons nominated by the Dean of the Faculty;
 - (c) students of the Faculty nominated by other students of the Faculty.
- (2) The Dean of a Faculty may nominate a person under sub-section (1)(b) if the Dean reasonably considers that the person has knowledge or other attainments which render the person particularly suitable to serve the Faculty.

- (3) The Faculty Board of a Faculty may co-opt a person to be a member of the Faculty from the class of persons prescribed in sub-section (1)(c) if—
 - (a) the Faculty Board has recommended to the Academic Board that members of the Faculty be drawn from that class of persons; and
 - (b) the Academic Board approves that recommendation.
 - (4) The Council shall determine the number of members of a Faculty that may be co-opted in accordance with this section.
 - (5) A person co-opted to be a member of a Faculty from the class of persons prescribed in sub-section (1)(a) or (1)(b) shall be appointed for a period of two years.
 - (6) A person co-opted to be a member of a Faculty from the class of persons prescribed in sub-section (1)(c) shall be appointed for a period of one year, subject to the person remaining a student of the Faculty during that period.
 - (7) If a person co-opted to be a member of a Faculty from the class of persons prescribed in sub-section (1)(c) ceases to be a student of the Faculty during the period of his or her appointment, the person also ceases to be a member of the Faculty at that time.
 - (8) A person appointed to membership of a Faculty under this section is eligible for re-appointment if still qualified at the time of re-appointment.
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PART 4—FACULTY BUDGET AND PLANNING COMMITTEES

15. Establishment and procedure of budget and planning committees

- (1) In each Faculty, the Faculty Board must establish a budget and planning committee.
- (2) Each committee may regulate its own procedure.

16. Composition of committees

The Faculty Board of a Faculty must determine the composition of the committee for that Faculty.

17. Function of committees

A committee shall advise the Dean of the Faculty to which it belongs on budgetary and other planning matters, including—

- (a) academic initiatives emanating from or through the Faculty or persons employed within it;
- (b) resource implications of initiatives or proposals affecting the Faculty;
- (c) the allocation of resources within the Faculty; and
- (d) other budgetary and planning matters referred to the committee by the Dean.

18. Dean to provide committee advice to Faculty Board

A Dean shall provide any advice received from the committee of the Faculty to the Faculty Board.

PART 4—GENERAL

19. Transitional provisions

- (1) A person who, immediately before the commencement, was a member of a Faculty Board established under the Old Statute continues, on and from the commencement, to be a member of that Faculty Board as if the person is a member of that Faculty Board because of the operation of a provision of Part 2.

Note:

Under section 2 of the Statute—

- **commencement** means the coming into full force and effect of the Statute; and
- **Old Statute** means Statute 11 – The Faculties as in force immediately before the commencement.

- (2) A budget and planning committee of a Faculty established under Regulation 11.1 – Faculty Boards, and in existence immediately before the commencement, is taken, on and from the commencement, to be a committee established under section 15 for that Faculty.

- (3) A person who, immediately before the commencement, was a member of a budget and planning committee referred to in sub-section (2) continues, on and from the commencement, to be a member of that committee as if the person is a member of the committee because of the operation of section 16.



Approved by the Council—