

Academic Council Procedures Document

Version 1.0

Document Details

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Revision History

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SOUTH EAST TECHNOLOGICAL UNIVERSITY (“SETU”) ACADEMIC COUNCIL PROCEDURES DOCUMENT

1. Legislative context

The legislation as pertaining to the SETU Academic Council, including the functions of Academic Council, is set out in s.16 and s.17 of the Technological Universities Act 2018.

2. Membership of Academic Council

The membership of Academic Council shall consist of up to fifty-nine members in total, which shall be made up as follows:

Ex-officio members:

President

Vice President Academic Affairs, Teaching & Learning

Vice President Student Experience

Vice President Research, Innovation & Impact

Vice President Global Partnerships

All Heads of School/Faculty

Elected members:

Two Heads of Department (Senior Lecturer 2 grade)

Four Professional, Management and Support Staff members

Four Student members (Student Union President and three Student Union Officers as nominated by the Student Union President)

Ten Academic Staff members elected by skill characteristics

Twenty-two Academic Staff members elected by School/Faculty

3. Term of office

(a) The term of office for all elected staff members is three years.

(b) The term of office for student members is one year.

(c) Ex-officio members remain as members as long as they remain in the specified role.

4. Eligibility for reappointment of members

All members are eligible for reappointment, subject to them still being a staff member or a student of the University.

5. Number of consecutive terms for which members may hold office

An elected member may hold office for a maximum of two consecutive terms. The term of the inaugural SETU Academic Council (May 2022 to December 2023) will not be taken into consideration in calculating the number of consecutive terms.

6. Meetings of Academic Council

(a) Meetings of Academic Council shall be held on such days and at such time and place as Academic Council may from time to time determine provided that at least four meetings are held each academic year. A schedule of planned meeting dates in each semester will be circulated to all members, which is subject to change where necessary.

(b) Notice of each meeting of Academic Council, accompanied by an agenda, shall be circulated to each member by the Vice President Academic Affairs, Teaching & Learning in advance of the meeting. Meeting documentation will be circulated at least 3 working days before the meeting.

(c) Where a matter to be decided by Academic Council originates from a recommendation of a committee, that matter should be proposed and seconded by members of Academic Council.

(d) Persons who are not members of Academic Council may, at the invitation of the Chair or Secretary, attend meetings (for the duration of the discussion of any particular agenda item(s) or for the full meeting(s)) in a non-voting capacity.

7. Chair

The President shall chair meetings of Academic Council. In the absence of the President, the President may nominate another member of Academic Council to take the Chair. The President shall be entitled to preside at all meetings of Academic Council or a committee of Academic Council at which they are present, but if they at any time choose not to so preside, they shall nominate a person to preside in their place.

8. Secretary

The Vice President Academic Affairs, Teaching & Learning shall be the Secretary of Academic Council. They, or a member of their staff to whom they have delegated the responsibility, shall have the duty of recording the proceedings of Academic Council and of ensuring that its decisions and instructions are communicated, as appropriate.

9. Minutes of Meetings

Minutes of meetings of Academic Council shall record its decisions. The minutes shall contain the exact words of all resolutions passed. The minutes shall be adopted after having been formally proposed and seconded. Once adopted, the minutes shall be signed by the Chair and Secretary. Copies of minutes of all meetings of Academic Council shall be held by the Office of the Vice President Academic Affairs, Teaching & Learning and published on the website with any personal information redacted.

10. Quorum and Voting

A schedule of meetings of Academic Council shall be published and shall serve as notice of meetings. The normal quorum for a meeting of Academic Council shall be one third of the membership. The Chair will facilitate discussion and make best efforts to ensure that determinations of Academic Council are made by consensus. In the event of a matter of business requiring a decision by vote, then that matter shall be determined by the majority of the members present and voting on that matter by a show of hands, unless a member requests a secret ballot. No proxy votes shall be allowed. In the case of an equality of votes, the Chair shall have a casting vote. Where notice has been given and the meeting is not quorate, the Chair may call a meeting of Concilium to conduct necessary business. If two consecutive Academic Council meetings are non-quorate, the Secretary shall report the matter to Governing Body and advise Governing Body of a process to ensure that Academic Council's necessary business is protected.

11. Resignation, vacancies and co-opting

- (a) A member of Academic Council may resign at any time. Such resignation must be in writing and addressed to the Chair and shall be deemed to take effect from the date specified in writing by the member. If no date is specified, the date of resignation shall be deemed to be the date of receipt by the Chair of the written resignation.
- (b) Casual vacancies on Academic Council may be filled at the discretion of Academic Council.
- (c) The President may co-opt additional members on to Academic Council where the President deems that this is necessary to do, while remaining cognisant of the requirements of the legislative context.

12. Committees, sub-committees, and working groups

- (a) Academic Council may establish such and so many committees as it considers necessary to assist it in the performance of its functions.
- (b) Committee meetings shall normally take place once a month during term time and a schedule is set out for these meetings. The normal quorum for a committee meeting shall be one third of the membership. If a committee

meeting is not quorate, any deliberations or recommendations of the committee must be provisional in nature.

- (c) Committees of Academic Council may establish sub-committees and working groups to assist them in the discharge of their functions.
- (d) Academic Council may appoint members to committees.
- (e) Persons who are members of Academic Council, other members of the staff of SETU and non-members of staff of SETU (including students) may be members of a committee. Committees may co-opt or appoint additional persons as members, who may or may not be members of staff of SETU.
- (f) Chairs and Secretaries of committees shall be appointed from amongst the committee membership. If the Chair and/or Secretary are absent from a meeting, the committee may appoint a temporary Chair/Secretary for that meeting. The accountable person for each committee shall be the committee Chair or Secretary; this will be determined by the Vice President Academic Affairs, Teaching & Learning.
- (g) Working Groups may also be established by Academic Council to report to a committee of Academic Council or directly to Academic Council on specific matters.

13. Review of Academic Council and committees

On at least an annual basis, Academic Council shall conduct a review of its effectiveness and the effectiveness of its committees. Arising from such reviews, Academic Council may make amendments to its membership, structures and procedures and any other changes deemed necessary.

14. Interpretation

Where any question as to the interpretation of this Procedures Document arises, the Chair shall rule on the matter.
