NOTICE TO: MEMBERS OF THE ACADEMIC SENATE
MEMBERS OF THE PROFESSORIATE

10 JUNE 2011

ELECTION OF A MEMBER OF THE PROFESSORIATE TO THE ACADEMIC SENATE AS DEPUTY PRESIDING OFFICER

Nominations are invited from the members of the professoriate for election as a member of the Academic Senate and as the Deputy Presiding Officer of the Senate. The Deputy Presiding Officer shall be a member of the Academic Senate and shall hold office as Deputy Presiding Officer from the conclusion of the Academic Senate meeting held on 20 July 2011 until the conclusion of the first meeting of the newly constituted Academic Senate after 30 June 2013. The duties of the office are included with this notice.

Any member of the professoriate (those who hold appointments to the academic staff of the University at the substantive level of Professor or Associate Professor) is eligible for nomination provided that he or she is not also the Vice-Chancellor, a Deputy Vice-Chancellor, Pro-Vice-Chancellor, Dean, Associate Dean or Head of School. Those listed in the excluded categories may only nominate as Deputy Presiding Officer if they forfeit their current position.

Nominations must be signed by two members of the Academic Senate and must be endorsed with or accompanied by the signed consent of the nominee. There must be a separate nomination form for each nominee. The nomination form constitutes a nomination for membership of the Academic Senate and for the position of Deputy Presiding Officer.

The nomination form is included with this notice.

Nomination forms must be addressed to Ms Megan Bond, Manager, Academic Senate, Office of Academic Governance, Bathurst to reach her hands no later than 4.00 pm on Monday, 4 July 2011. Scanned or faxed copies of nomination forms will be accepted if they are received no later than 4.00 pm on Monday, 4 July 2011. The original copy of an scanned or faxed nomination form must be sent to the Manager, Academic Senate, Academic Secretariat, Bathurst.

If more than one nomination is received, a ballot will be conducted among the members of the Academic Senate present at the meeting of the Academic Senate on 20 July 2011 in accordance with the procedures set in Division 4 of the Governance (Academic Senate) Rule 2006 No.6.

If a member of the professoriate who is already a member of the Academic Senate at the close of nominations, is elected a member of the Academic Senate by virtue of this election, the position he or she held on Academic Senate before the election will be deemed to have become vacant and will be filled in accordance with the procedures for filling a casual vacancy in the applicable category of membership.

Candidates for election to the position of Deputy Presiding Officer are invited to prepare a written statement of no more than 200 words in support of their candidature, for consideration by Senate on 20 July 2011 should a ballot be required. The written statement should be submitted to the Manager, Academic Senate with the nomination form by 4 July 2011.

MEGAN BOND
Manager, Academic Senate

Att
NOMINATION FORM
FOR THE ELECTION OF A MEMBER OF THE PROFESSORiate
TO THE ACADEMIC SENATE AS DEPUTY PRESIDING OFFICER

TO BE COMPLETED BY NOMINATORS

We, the undersigned, being members of the Academic Senate, nominate the following as a candidate for the position of member of the Academic Senate and Deputy Presiding Officer of the Academic Senate:

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<th>Full name of nominee</th>
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<tr>
<th>Signature of first nominator</th>
<th>Signature of second nominator</th>
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</tr>
<tr>
<td>Name</td>
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<td><strong>/</strong>/2011</td>
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TO BE COMPLETED BY THE NOMINEE

I, (full name) ____________________________, consent to this nomination and declare that I am eligible to be elected.

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<th>Signature</th>
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This nomination must be returned to Ms Megan Bond, Manager, Academic Senate, Office of Academic Governance, Bathurst to reach her hands no later than 4.00 pm on Monday, 4 July 2011. The nomination form may be scanned or faxed and transmitted by no later than 4.00 pm on Monday, 4 July 2011 in which case the original of the form must be sent by mail to the Manager.
ACADEMIC SENATE

DEPUTY PRESIDING OFFICER

In accordance with clause 26 of the CSU Governance (Academic Senate) Rule 2006 No.6, the Deputy Presiding Officer shall:

(a) assist the Presiding Officer in the performance of his or her functions as the Presiding Officer determines from time to time; and
(b) act as an alternate chair of meetings of the Academic Senate when the Presiding Officer is unable to do so or if a casual vacancy in the office of the Presiding Officer occurs; and
(c) attend meetings of the Council in the place of the Presiding Officer when he or she is unable to do so, or if a casual vacancy in the office of the Presiding Officer exists.

The incumbent will also be an ex officio member of:

- Standing Committee of the Academic Senate;
- Curriculum, Learning and Teaching Committee (CLTC)*;
- University Medals Committee; and
- Academic Senate Audit Committee.

*This is a new Committee which will conduct its first meeting after 20 July 2011