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 PRESIDING OFFICER

Nominations are invited from the members of the professoriate for election as a member of the Academic Senate and as the Presiding Officer of the Senate. The Presiding Officer shall be a member of the Academic Senate and shall hold office as 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 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 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 a 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 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 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 Presiding Officer of the Academic Senate:

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<th>Signature of first nominator</th>
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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.

Signature

_/_/2011

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

PRESIDING OFFICER

In accordance with clause 25 of the CSU Governance (Academic Senate) Rule 2006 No.6, the Presiding Officer shall:

(a) be responsible for managing and supervising the functions and business of the Academic Senate; and
(b) present reports to the Council about matters considered at meetings of the Academic Senate held since the previous meeting of the Council; and
(c) consult with the Manager, Academic Senate on the preparation of agendas and minutes of Academic Senate and its Committees; and
(d) ensure that appropriate follow-up action ensues; and
(e) in consultation with the Manager, Academic Senate, refer matters received, in the first instance, to the appropriate Committee of the Academic Senate.

Pursuant to the Charles Sturt University Act, 1989, the Presiding Officer is also an ex officio member of the Council.

The Presiding Officer represents the University on the Committee of Chairs of Academic Boards/Senates of Universities in NSW and the ACT and on other external bodies requiring similar representation.

The Presiding Officer is an ex officio member of:

Academic Committees
- Standing Committee of the Academic Senate;
- Curriculum, Learning and Teaching Committee (CLTC)*;
- Academic Appeals Committee **;
- Academic Senate Audit Committee;
- Research Advisory Committee (RAC)*;
*This is a new Committee which will conduct its first meeting after 20 July 2011
** May appoint a nominee to this committees

University Committees
- University Council;
- Vice-Chancellor's Forum (VCF);
- University Course Planning Committee (UCPC); and
- Information and Learning Systems Committee (ILSC)

and will be nominated to selection committees for senior academic staff.

The Presiding Officer of Academic Senate also has right of audience and debate at meetings of the Faculty Boards and their committees.

Where the Presiding Officer is a member of a University committee (such as UCPC) or an advisory committee to the Vice-Chancellor (such as the VCF), the membership position is held because of the perspective and experience that the Presiding Officer can bring to the Committee. The Presiding Officer is not responsible for communication of issues from the particular Committee to the Academic Senate.