

Academic Committee Steering Committee Constitution

Committee established by Academic Committee: Meeting 01/2023 (16 March 2023),

[Council has delegated authority to the Academic Committee to approve changes to this constitution]

Previous version of constitution approved by Academic Committee: Meeting 02/2024 (16 May), 2024/0000822

Current version of constitution approved: Meeting 04/2024 (26 September), 2024/0001048

1. Introduction

- 1.1. Academic Committee provides the oversight mechanism for the academic governance of the University. The Academic Committee Steering Committee (**Steering Committee**) is the agenda setting sub-committee of Academic Committee, and monitors progress against the annually approved Work Plan for Academic Committee.

2. Interpretation

- 2.1. In this constitution, references to academic elements and academic management positions shall be as defined in the [Griffith University Governance Framework](#).

3. Mandate

- 3.1. Academic Committee established the Steering Committee as a standing committee. The Steering Committee reports directly to, and is accountable to, the Chair of Academic Committee.
- 3.2. The Steering Committee contributes to risk and governance oversight and supports the Academic Committee and University in meeting the requirements of the following Domains and Standards within the *Higher Education Standards Framework (Threshold Standards) 2021* (HESF 2021):
- (a) Domain 6 Governance and Accountability
 - Standard 6.3 – Academic Governance

4. Functions

- 4.1. The Steering Committee will:
- (a) Set the agenda for each meeting of Academic Committee.
 - (b) Monitor progress on the annually approved Work Plan for Academic Committee.
 - (c) Oversee adherence to regulatory requirements in accordance with the peak academic governance roll of Academic Committee.
 - (d) Support the preparation and presentation of the Academic Committee Annual Report to Council.

5. Authority

- 5.1. As provided for in the Academic Committee Constitution, the Council has delegated certain of its powers in accordance with section 11(1)(b) of the Griffith University Act 1988 (Qld).
- 5.2. The Steering Committee may exercise such powers as the Council may delegate to the Committee from time to time, as set out in the University's register of delegations.

6. Committee Composition

6.1. The Steering Committee is composed of eight (8) members [*effective from 1 January 2025*]:

- (a) Provost as Chair; *ex officio*
- (b) Deputy Chair (Learning and Teaching), Academic Committee; *ex officio*
- (c) Deputy Chair (Research), Academic Committee; *ex officio*
- (d) Registrar, Student Life; *ex officio*
- (e) Dean, Griffith Graduate Research School; *ex officio*
- (f) Chair, Heads of School/Department Forum; *ex officio*
- (g) One representative of the *ex officio* members on Academic Committee comprising 'Qualified Officers' (in accordance with the Vice-Chancellor sub-delegations for policy document approvals – refer Delegations Register, Schedule A (Part 3), Table B) and Deans; and
- (h) one representative of the elected academic staff members currently serving on Academic Committee.

6.2. The Chair of the Steering Committee shall be the Provost. The Deputy Chair shall ordinarily be the Deputy Chair (Learning and Teaching), Academic Committee.

7. Term of Appointment

7.1. The representative of the 'Qualified Officers' and Deans (*refer s6.1(g), above*) shall normally serve for two years up to 31 December of the relevant anniversary year and shall be eligible for re-appointment or re-election.

7.2. The representative of the elected academic staff members (*refer s6.1(h), above*) shall serve on the Committee for a period up to 31 December of the appointment year; and shall be eligible for re-appointment, subject to continuity of service on Academic Committee.

8. Operating Principles and Procedures

8.1. The Steering Committee will operate and meetings will be conducted in accordance with the Council Committees Procedure (*Standing Orders*) except where the constitution states otherwise.

9. Obtaining Advice

9.1. The Steering Committee will have the power to seek advice from any member of the University community or external expert where particular expertise or insights are required and to direct enquiries to any element of the University.

10. Invitation To Attend

10.1. The Provost may invite Council members or University staff to attend the Steering Committee. Invited members will have right of audience but may not vote on any matters under discussion.

11. Secretariat Services

11.1 The Secretary, Academic Committee shall be the Secretary to the Steering Committee.

12. Meetings

12.1 The Steering Committee meets prior to each meeting of Academic Committee, and as may be additionally determined by the Provost.

13. Evaluation of Performance

13.1 The Steering Committee will evaluate its own performance annually under the coordination of the Provost. The outcome from this review will be reported to the Academic Committee.

14. Review of Constitution

14.1 The Steering Committee will review this constitution annually. Any proposed changes to the constitution will be recommended by the Committee to Academic Committee for approval.