



The University of Sydney

Appointment of a Dean, Director or College Principal

Latest amendment approved by: Senate on 18 September 2006

Date of effect: 19 September 2006

RESOLUTIONS OF THE SENATE:

Appointment of a Dean, Director or College Principal

For the definitions of terms refer to the Delegations of Authority. As appropriate for local nomenclature and reporting lines, when this refers to department read also school or unit; to faculty read also college or Australian Graduate School of Management; to dean read also director or college principal.

Policy statement

1. A dean is appointed by Senate to lead and manage the academic, administrative, staffing and financial affairs of the faculty.

There is provision for a simultaneous appointment of a dean and a professor.

All deanships will be advertised both internally and externally, except where Senate agrees otherwise on the recommendation of the Vice-Chancellor.

Governing principles

2. (1) The dean of a faculty has a dual role first in regard to academic leadership and decision-making, and second in regard to the management of the financial and other resources allocated to the faculty. The process of selecting the dean will reflect this dual role, and the dean will be accountable for performance in both areas.

(2) Not all academic units (departments, schools, centres and so forth) assigned to a faculty for the purposes of academic cohesion and co-ordination will fall within a dean's responsibilities for managing financial and other resources. Deans will be given clear directions by their supervisor on the scope of their academic and resource management role.

Procedures

3. Refer to the Policy Document on the appointment of a dean, director or college principal as approved by Senate, 5 May 1997;

Attachment 1: Position Description for a Dean; and Attachment 2: Related Issues, available at <http://www.usyd.edu.au/policy/>

Pro-Deans

4. (1) The dean may nominate from the full-time members of the academic staff who are members of the faculty, and the faculty may appoint the person so nominated, a pro-dean to hold office for such period within the term of office of the dean as the faculty may determine; and

(2) subject to section 1 the pro-dean shall have such duties and powers as may from time to time be assigned to him or her by the dean.

Associate Deans

5. (1) A faculty may elect from the full-time members of the academic staff who are members of the faculty one or more persons as associate dean or associate deans to assist the dean in the exercise of his or her duties or powers.

(2) An associate dean holds office for such period within the term of the dean as the faculty may determine.

- (3) An associate dean has such duties and powers as may from time to time be assigned to him or her by the dean.
- (4) Where a faculty so recommends, the Senate may appoint a person as an associate dean of that faculty and that person shall hold office for such period as the Senate may determine.
- (5) On the termination of office of an appointed associate dean a further recommendation of the faculty concerned shall be made before any other person is appointed to that office.
- (6) The selection committee for an appointed associate dean shall be either:
- (a) where the associate dean is to be appointed from within the University, on the recommendation of an appointments committee appointed by the Senate on the recommendation of the Standing Committee of the Academic Board,
- (i) the Vice-Chancellor or a deputy vice-chancellor nominated by the Vice-Chancellor, who is to preside at meetings of the Committee;
 - (ii) five nominees of the Vice-Chancellor, at least two of whom shall be members of the faculty concerned;
 - (iii) the dean of the faculty concerned; and
 - (iv) five nominees of the faculty concerned;
- or
- (b) where the associate dean is to be appointed following advertisement both within and outside the University, on the recommendation of an appointments committee appointed by the Senate on the recommendation of the Standing Committee of the Academic Board,
- (i) the Vice-Chancellor or a deputy vice-chancellor nominated by the Vice-Chancellor, who is to preside at meetings of the Committee;
 - (ii) the Chair of the Academic Board or a deputy chair;
 - (iii) three nominees of the Vice-Chancellor;
 - (iv) the dean of the faculty concerned;
 - (v) four nominees of the faculty concerned; and
 - (vi) two persons nominated by the Standing Committee of the Academic Board.

Sub-Deans

6. (1) A faculty may elect from the full-time members of the academic staff who are members of the faculty one or more persons who shall be sub-dean or sub-deans to assist the dean in the exercise of his or her duties or powers.
- (2) In the case of the Faculties of Dentistry, Health Sciences, Nursing, Medicine and Pharmacy, a faculty may elect from the members of the faculty one or more persons who shall be sub-dean or sub-deans to assist the dean in the exercise of her or his duties or powers.
- (3) The sub-dean or sub-deans shall hold office for such period or periods within the term of the dean as the faculty may determine.
- (4) A sub-dean has such duties and powers as may from time to time be assigned to him or her by the dean.

Acting Deans

7. Where a dean is from time to time absent from that office through illness or any other cause the Vice-Chancellor, or a deputy vice-chancellor nominated by the Vice-Chancellor, may appoint an acting dean from the full-time members of the academic staff who are members of the faculty to hold office during that absence and the acting dean shall be deemed to be, and shall have the duties and powers of, the dean.

Election of person to preside at meetings of the faculty

8. (1) Where a faculty has decided that a person other than the dean is to preside at meetings of the faculty and of its standing committee, if any, the election shall be held after the dean has assumed office.
- (2) The person to be elected as presiding member shall be a full-time member of the academic staff being a member of the faculty and shall be elected by the members of the faculty at a meeting of the faculty, due notice having been given in accordance with the Senate resolutions relating to the election of chairs of faculties and college boards.

(3) The presiding member of a faculty shall hold office for a period to be determined by the faculty but not exceeding the period of office of the dean.

Attendance at meetings of the Senate

9. (1) The dean of a faculty, the director of a college or a college principal or an elected chair of a faculty or college board who is not a Fellow of Senate may be present and shall be entitled to be heard during the confidential section of any meeting of Senate if any matter is to be discussed which in the opinion of the Chancellor directly relates to that faculty or college.

(2) The dean of a faculty, the director of a college or a college principal or an elected chair of a faculty or college board who is not a Fellow of Senate may be present during the open section of any meeting of Senate and shall be entitled to be heard if any matter is to be discussed which in the opinion of the Chancellor directly relates to that faculty or college and may ask the Chancellor that any matter on the agenda that would not otherwise be discussed may be so discussed.