Academic Year Planning Committee

Constitution


Position of the Committee within the University of Western Australia
1. The Academic Year Planning Committee is a sub-committee of the Academic Council.

Role
2. The role of the committee is to recommend to the Academic Council dates for academic years having regard to the Principles Governing the Structure of the Academic Year approved by the Academic Council, such that by the end of each year the dates of the next three years are confirmed and promulgated and the dates for the fourth and fifth year following are tentatively established.

Membership
3. The committee comprises:
   (a) the Academic Secretary as Chair;
   (b) the Chair of the Academic Board, or nominee
   (c) the Chair of the Teaching and Learning Committee, or nominee;
   (d) the Chair of the Research Committee, or nominee;
   (e) a representative from each faculty nominated by the dean of the faculty, preferably from the members of the faculty's teaching and learning/education committee;
   (f) a head of college nominated by the heads of college;
   (g) the Manager, Student Administration;
   (h) the Manager, Admissions Centre, or nominee;
   (i) the President of the Guild of Undergraduates, or nominee;
   (j) a representative from the International Centre nominated by the Director;
   (k) a representative from the School of Indigenous Studies nominated by the Dean;
   (l) a representative from the Scholarships Office nominated by the Manager, Research and Scholarships; and
   (m) up to two members co-opted by the above to provide specific expertise.

Terms of Office
4. (1) The term of office of members appointed following nomination under 3.(d), (e), (i) and (j) is two years.
   (2) The term of office of members co-opted under 3.(k) is one year.

Eligibility for a Second or Subsequent Term of Office
5. (1) At the end of a term of office, members appointed following nomination under 3.(d), (e) and (i) are eligible to be reappointed.
   (2) At the end of a term of office, members co-opted under 3.(k) are eligible to be co-opted again.

Skills and/or Qualifications of Members
6. As noted in 3(e) above
Quorum
7. The quorum for the committee is at least half the number of members plus one.

Decisions
8.(1) All questions which come before the committee are decided by a majority of the members present and voting.
(2) The chair of the meeting has an ordinary vote and a casting vote.

Frequency of Meetings
9. The committee must meet at least once in each year but may meet more frequently if required.

NOTES
Local Decision-making Map
A decision-making map illustrating where the committee’s business comes from and where its recommendations or decisions go is available at (Include appropriate web address)

Local Communications Map
A communications map illustrating where information comes to the committee from and which committees or groups need to be informed of the committee’s decisions is available at (Include appropriate web address)