

Replaces (please remove) Section 3.7.1 Issued 06/93

## **3.7 OTHER UNIVERSITY COMMUNICATION FORA**

### **3.7.1 UNIVERSITY ASSEMBLY**

#### **ROLE**

The University Assembly will provide a forum to discuss items of general interest and the concerns and aspirations of the University community. While it is not a decision making body the University Assembly may make recommendations to the Vice-Chancellor on matters arising from meetings of the Assembly.

#### **FUNCTIONS**

In carrying out its role the University Assembly:

- will meet at least twice in each calendar year;
- will enable staff with areas of expertise to report to the University community on issues of importance;
- will provide a forum in which issues of concern may be raised and discussed;
- will provide an opportunity for members of the University community to ask questions of University staff and to engage them in open debate.

#### **MEMBERSHIP**

All full-time or part-time employees of Council. The Chair of the University Assembly Agenda Committee, or nominee, will chair the University Assembly.

#### **SPECIAL MEETINGS OF THE UNIVERSITY ASSEMBLY**

Members of the University community may request the University Assembly Agenda Committee to call a special meeting of the University Assembly. Such a request will be considered by the Committee which will make an appropriate recommendation to the Vice-Chancellor.

#### **3.7.1.1 UNIVERSITY ASSEMBLY AGENDA COMMITTEE**

#### **ROLE**

The University Assembly Agenda Committee will provide a mechanism whereby members of the University community may provide input to the Assembly agenda.

#### **FUNCTIONS**

In carrying out its role the University Assembly Agenda Committee will:

- request items for the agenda from among University staff;
- in consultation and with the agreement of the Vice-Chancellor, prepare and circulate the Assembly agenda by e-mail to all e-mail users, and by hard copy to Heads of Sections not later than one week prior to the date of the Assembly;
- arrange for a member of the Committee to take notes of each Assembly with a summary of the meeting to be circulated to the University community through e-mail.

**AGENDA**

The agenda for meetings of the University Assembly will normally include:

- the Vice-Chancellor's report to the University;
- other items requested by the Vice-Chancellor;
- additional items prepared by the Committee;
- business from the floor.

**MEMBERSHIP**

Members of the Committee will be appointed on an annual basis by the Vice-Chancellor. In appointing members to the Committee the Vice-Chancellor will give due consideration to gender balance, levels of employment, representation of faculties and divisions, and the inclusion of both academic and general staff.

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**UNIVERSITY ASSEMBLY AGENDA COMMITTEE MEMBERSHIP**

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Mrs J Rankin (Convenor), Faculty of Sciences

Term of Office: one year: 1 March 1998 to 1 March 1999.

Dr B Horsfield, Faculty of Arts

Ms M Goyen, Faculty of Commerce

Mrs J Rankin, Faculty of Sciences

Dr E Willey, Faculty of Sciences

Ms W Hertzog, Faculty of Business