

Replaces (please remove) Section 3.7.2 Issued 01/93

### **3.7.2 FACULTY ASSEMBLY**

#### **ROLE**

The Faculty Assembly will provide a forum for the discussion of any matters any member may wish to raise and to receive a status report from the Dean and allow him or her to respond to questions from any member of staff.

#### **FUNCTIONS**

In carrying out its role, the Faculty Assembly:

- . will meet at least each semester to discuss matters referred to it;
- . may make recommendations to appropriate University authorities.

Where the Faculty Assembly resolves to make a recommendation to a University authority other than the Dean, it shall concurrently inform the Dean in writing.

#### **MEMBERSHIP**

The membership of the Faculty Assembly shall be:

- (i) All staff assigned to the Faculty (academic or non-academic);

A staff member is designated or assigned to a Faculty if he/she has a formal responsibility for either the preparation and/or presentation of lectures, tutorials or practical classes within the program. While a staff member is administratively responsible to only one Dean, he/she may be a member of more than one Faculty.

#### **GENERAL**

Procedures governing the operation of the Faculty Assembly are contained in Section 3.6.4 of this Calendar.

The Chairperson of the Faculty Assembly shall be elected by the members of the Assembly.

The Secretary of the Assembly shall be responsible for the conduct of the affairs of the Faculty Assembly, including:

- (i) the keeping of all records and registers that may be required;
- (ii) the conduct of correspondence of the Assembly.

The Faculty Assembly may recommend that the Dean establish a committee to study a specific matter and report its findings to the Dean (see Section 3.6.4 of this Calendar).

A special meeting of the Faculty Assembly may be called by the Chairperson on his/her initiative or at the request of ten (10) members and shall deal only with items listed on the agenda. Upon receipt of a request for a special meeting, the Chairperson shall convene such a meeting within five (5) working days.

Minutes for all meetings, scheduled and special, shall be kept as provided for in the USQ regulations.

All notices, agendas and minutes will be displayed on official Faculty noticeboards and distributed to all members. A report or minutes of each meeting will be sent at an early date to the Vice-Chancellor, Dean of each Faculty, Deputy Vice-Chancellors and the Registrar.

If two-thirds of the members at a meeting consider that the Dean has failed to seek advice from, act on advice given, by the Faculty Assembly they may request a special meeting to discuss the matter. At this special meeting, a simple majority of the members may decide that the matter be referred to the Vice-Chancellor for resolution.