
Guidelines for Submitting Questions on Notice to Academic Board

A Question on Notice to Academic Board may be submitted by any full-time or fractional staff member of the University and who is currently employed by the University. A Question should be submitted by an individual rather than a group of staff.

A Question on Notice must directly relate to the purpose of Academic Board, which is defined in the following way in the [Terms of Reference](#):

The Academic Board is the principal academic body responsible for establishing and maintaining the highest standards in teaching and learning and research in the University.

The Academic Board is the primary advisory committee of the University Council on academic matters. It provides a forum for the discussion and debate of the academic directions of the University, as well as the quality of its academic programs. It may consider any matter relating to the University's teaching, learning, research or other academic activity, and approve such matters or advise the Council and the Vice Chancellor as delegated to it by Council. When conducting its business the Academic Board will have particular regard to issues of academic accountability and quality assurance, and to University plans.

Acceptance of a Question on Notice as appropriate for consideration is at the discretion of the Chair of Academic Board.

The Chair will determine who the Question should be referred to and the most appropriate means of conveying the response (e.g., verbal or written response at the next Academic Board meeting). If the Question is to be discussed at a meeting of Academic Board, the Chair will decide how much time will be allocated to the Question and will reserve the right to delay the Question to a subsequent meeting.

The Chair may decide that the matter be responded to individually rather than be discussed at a meeting. This may be because of the sensitivity of the item or any other factor, such as the time available in the meeting.

Process

- Six (6) weeks prior to the Academic Board meeting, an invitation to submit a Question on Notice will be issued to all staff.
- Staff submitting a Question on Notice must demonstrate how it relates to the purpose of Academic Board.
- Questions should be submitted to acadboard@scu.edu.au no later than Four (4) weeks prior to the Academic Board meeting.
- The Questions will then be forwarded to the Chair of Academic Board, who will determine if the Question is appropriate for consideration by Academic Board, and the most appropriate person to respond to the Question.
- The Chair will forward the Question to that person and agree the format and timing of the response.
- The outcome of this process will be communicated to the person submitting the Question.
- If the Question is to be discussed at an Academic Board meeting, then the person submitting the Question will be invited to attend the meeting as an Observer.