

**UNIVERSITY EDUCATION COMMITTEE CONSTITUTION**

**AS AT 21 September 2022**

**Governance**

**University Education Committee**

**The Constitution of the University Education Committee.**

This committee operates in accordance with the [UWA Principles for the Operation of Committees](http://www.governance.uwa.edu.au/committees/principles/operation-principles) and [UWA Rules for the Operation of Committees](http://www.governance.uwa.edu.au/committees/principles/rules). Members must act in accordance with the [University Committee Members' Code of Conduct](http://www.governance.uwa.edu.au/committees/principles/code-of-conduct).

**Constitution**

1. **Committee of the Academic Board**

The University Education Committee is a standing committee of the [Academic Board](https://www.governance.uwa.edu.au/committees/academic-board).

1. **Role**

(1) The role of the University Education Committee is to  —

* 1. formulate, continuously develop and enhance the University Education Strategy, including global engagement, embedding excellence and ensuring articulation with the University’s wider strategic plan;
  2. monitor the Delivery Plan for the Education Strategy, set targets and monitor progress against key Performance indicators;
  3. identify key strategic risks and mitigate risks to the effective implementation of the Education Strategy, recommending areas for management action;
  4. monitor relevant internal and external development to inform future strategy and policy, and making recommendation as appropriate to the Academic Board;
  5. advise and make recommendations to the Academic Board and/or other University bodies or officers, as appropriate, on policy and strategic matters relating to:

the University's education strategy and vision;

aspects of the student learning experience, as advised by its standing committee (Student Experience Committee);

the quality of teaching and learning in the institution, as advised by its standing committee (Learning and Teaching Committee);

* 1. ensure the alignment of school education strategy with University priorities;

1. **Membership**
   * + 1. The Committee comprises:
   1. the Deputy Vice-Chancellor (Education), as Chair;
   2. the Chair of the Academic Board;
   3. the Pro Vice-Chancellor (Academic Excellence);
   4. the Dean of Graduate Research School;
   5. the Pro Vice-Chancellor (Indigenous Education), or nominee;
   6. the Pro Vice-Chancellor (Global Engagement);
   7. the University Librarian;
   8. the President of the UWA Student Guild, or nominee;
   9. the President of the Postgraduate Students' Association, or nominee;
   10. the Chairs, Boards of Studies;
   11. five persons nominated by and from the Heads of School or in the absence of an elected Head of School an alternative Head of School may attend;
   12. two academic staff members nominated and elected by the Academic Board; and
   13. up to two co-opted members for specific skill set.
       * 1. Standing invitee:
   14. Director, Student Life
       * 1. The Chair may appoint a Deputy Chair from among the members to perform essential duties in the Chair's absence.
         2. Standing invitees do not form part of the quorum and do not have voting rights.
2. **Terms of office**
   * + 1. The term of office of members appointed under 3(1)(k) and 3(1)(l) is three years.
       2. The term of office of members appointed under 3(1)(m) is two years.
       3. At the end of a term of office, members appointed under 3(1)(k) and 3(1)(l) are eligible to be appointed for a second term.
       4. At the end of a term of office, members co-opted under 3(1)(m) are eligible to be co-opted again.
3. **Members' absence and nominees**
   * + 1. In the event that a member is unable to attend a meeting, that member may nominate a person to attend that meeting in their stead.
       2. Nominations must be in writing and received by the Executive Officer prior to the relevant meeting.
4. **Skills and/or qualifications of members and nominees**
5. It is desirable that members and nominees have a leadership role within the education portfolio in their respective functional area, or other leadership role related to the student learning experience, and this important role is to be taken into account when nominees are appointed.
6. **Quorum**
7. The quorum for the committee is half the number of members plus one.
8. **Decisions**
9. All matters are decided by a majority of the members present and voting.
10. Each member has a vote.
11. The chair of the meeting has an ordinary vote and a casting vote.
12. Invitees or standing invitees do not have a vote.
13. **Frequency of meetings**
14. The committee meets up to four times a year during the period from February to November, and may meet more frequently when required.