
FAQs – Staff and Student Elections to VU Academic Board

1. What is the Academic Board?

The [Academic Board](#) is the principal academic and education advisory body in the University.

The Academic Board:

1. Monitors, advises and where appropriate initiates actions to improve the quality of the student experience and performance against benchmarks.
2. Monitors, advises and where appropriate initiates actions to improve demand, admissions, student retention, progress and completions;
3. Monitors, advises and where appropriate initiates actions to improve learning and teaching quality, for student support, assessment, curriculum and courses reform and blended learning;
4. Monitors and advises on course performance, student outcomes and student experience regarding international and transnational education, including partnered delivery and pathways;
5. Monitors and advises with respect to ASQA and TEQSA and other instruments of external regulation and the use within the university of the Higher Education Standards Framework, the Standards for Registered Training Organisations 2015, the Australian Qualification Framework and other best practice statements including monitoring identified risks and mitigation strategies;
6. Monitors and advises on the development and implementation of the university wide quality and standards framework including monitoring identified risks and mitigation strategies;
7. Monitors, advises and where appropriate initiates action on research, research training and flagships to transform communities and including monitoring identified risks and mitigation strategies;
8. Monitors and advises on evidence of ongoing improvement in the engagement and capabilities of academic and professional staff;
9. Monitors academic and research integrity including potential risks that may arise and where appropriate initiate actions to improve integrity;
10. Monitors and advises on proposed academic regulations, policy and procedures and effectiveness of existing academic policies (which include academic delegations)
11. Monitors and advises and where appropriate initiate action to improve the implementation of educational strategies and innovations; &
12. Continues to improve the effectiveness of academic governance of the Academic Board through its standing committees.¹

¹ Academic Board Annual Objectives 2019

2. What are the required competencies and behaviours for Academic Board Members?

All Academic Board members are required to model the following behaviours and values:

- a. Integrity – always puts the University’s interests before personal interests and always acts ethically and honestly, in accordance with relevant Codes of Conduct, and with appropriate confidentiality;
- b. Courage and engagement – acts independently, asks questions and is prepared to challenge and address difficult issues in an open and respectful manner;
- c. Interpersonal skills – works well in a group, is inclusive of others, listens well and communicates clearly but tactfully;
- d. Broad thinking – able to rise above the detail and focus beyond operations;
- e. Analysis and insight - is able to get to the crux of the issue quickly and can identify opportunities and risks at an early stage; and
- f. Energy and capacity – has the capacity and the willingness to put in the work required to effectively discharge the responsibility of a member; is an active contributor to discussions; and is an enthusiastic participant in University activities.

This information is provided to inform the University Community of the attributes, competencies, values, and behaviours that enable Academic Board members to be effective contributors.

3. How often does the Academic Board meet?

The Academic Board currently meets 10 times a year, with most meetings held, traditionally, at VU’s Footscray Park campus. The Academic Board traditionally meets on the first Wednesday in the Month (9.00am – 12.00midday) with exception to January and July.

4. What support and training will be provided to elected members?

Elected members will be provided with an induction and a mentor.

5. Are the elected positions new positions?

No, these positions have historically existed on the Academic Board.

6. Who is eligible to nominate?

Staff who qualify to nominate must be a member of staff of the University who is:

- currently employed at a minimum of 0.5 fraction of full time employment; and
- based at a Victorian Campus.

Students must be currently enrolled:

- in a higher education degree by coursework course of study; or
- in a Vocational and/or Further Education course of study; or
- as an onshore international student.

7. How do staff and students nominate?

Staff can download the nomination form for:

- [Teaching and Research Staff for all Colleges, including staff who work in an organisational unit other than a College](#); &
- [Professional Staff](#).

Staff candidates must have two VU staff members nominate them, as outlined in the nomination form.

Students can download the nomination form for:

- [Higher Education degree by coursework course of study](#);
- [Vocational and/or Further Education course of study](#); &
- [Onshore International](#).

Student candidates must have two VU students nominate them, as outlined in the nomination form.

Incomplete nominations will be deemed invalid. Candidates will receive an email advising that their nominations have been received but the Governance and Secretariat Unit may not be able to advise on incomplete nominations. **Candidates are encouraged to lodge their nominations as soon as possible to enable sufficient time to resubmit in the event the nomination is invalid.**

8. When do the nominations open and close?

The nominations open at 9.00am AEST on Monday, 3rd August 2020 and close at 4.00pm AEST on Friday, 14 August 2020.

Nominations received after the deadline will not be accepted.

9. When will an election be called?

Staff: An election to each category will be called if the number of nominations exceeds the number vacancies for the relevant category.

Students: An election to each category will be called if there is more than 1 student nomination received for each category.

If an election is required it will commence at 9.00am AEST on Monday, 7th September 2020 and close at 4.00pm AEST on Friday, 18th September 2020.

10. Who is eligible to vote in the election?

Staff: Until nominations close, we will not be able to know whether some, if any, staff will be invited to vote. All eligible staff will receive an electronic voting ballot with instructions on how to vote.

Students: Until nominations close, we will not be able to know whether, if any students will be invited to vote. All eligible students will receive an electronic voting ballot with instructions on how to vote.

11. Are elected students eligible to receive a VU Extra Transcript after completion of a term on the Board?

Upon graduation, elected student members may be eligible to receive a VU Extra Transcript after completion of a term on Academic Board.

This is formal recognition of a student's commitment, involvement, and contribution to a VU governance committee.

To be eligible for a VU Extra Transcript, students must fulfil the following criteria:

- high level of involvement (minimum of 20 hours);
- demonstrated the development of skills associated with VU's graduate capabilities, such as effective communication, responsible and ethical citizenship, intercultural-understanding and life-long learning;
- demonstrated the development of skills required to fulfil employment or other entrepreneurial endeavours; and,
- attendance/ participation will be reviewed by the Chair.

12. How do I insert a digital signature on the Nomination Form?

Please refer to the ['Creating a New Digital Signature'](#) guide for step-by-step instructions.

13. Where do I go if I have more questions?

For further information email gov.sec@vu.edu.au.