

STATUTE 2.6 – THE VICE-PRINCIPALS AND THE UNIVERSITY SECRETARY

The senior vice-principal

- 2.6.1 (1) The Council may appoint a senior vice-principal on such terms and conditions as it determines.
- (2) The senior vice-principal reports to the vice-chancellor and, in cooperation with the vice-chancellor, is responsible for the administration of the University.

Appointment of head of university services, chief financial officer, academic registrar, other vice-principals and university secretary

- 2.6.2 The Council may appoint as vice-principals a head of university services, a chief financial officer, an academic registrar and other vice-principals with designated responsibilities, and may appoint a university secretary, on such terms and conditions as it determines.

Duties of the vice-principals and the university secretary

- 2.6.3 Subject to the Act and the statutes-
- (1) the senior vice-principal must-
 - (a) support the vice-chancellor in the general superintendence of the business and administrative affairs of the University;
 - (b) generally provide, undertake, superintend and coordinate the administrative services and activities of the University not otherwise provided for, including duties listed in other paragraphs of this section 2.6.3 where Council does not establish those appointments;
 - (c) collaborate with the provost so as to ensure their respective roles and administrative responsibilities are performed in coordination;
 - (d) issue directions to appropriate officers of the University in relation to the duties of the senior vice-principal;
 - (2) the head of university services must superintend, manage and coordinate such university services as may be specified from time to time by the senior vice-principal, and with the exception of the student records referred to in paragraph (c) of sub-section (4), superintend a registry of the records of the University;
 - (3) the chief financial officer must-
 - (a) superintend and manage the finances of the University in accordance with the policies of the Council;
 - (b) advise the Council, through the senior vice-principal, on matters relating to the finances of the University;
 - (c) except when otherwise provided, on behalf of the University sign any documents which are not required to be executed under seal or as a deed;
 - (4) the academic registrar must-
 - (a) superintend and manage such academic support and student services programs across the University as specified from time to time by the provost;
 - (b) administer and supervise student assessment within the University;
 - (c) organise and superintend all student records within the University;
 - (d) publish handbooks and other academic information as required by the statutes or by resolution of the Board or of the Council;
 - (e) issue directions to appropriate officers of the University in relation to the duties of the academic registrar;
 - (f) be the secretary to the Board and perform any other duties imposed by any statute or any resolution of the Board or of the Council;
 - (5) the university secretary must-
 - (a) have custody of all official documents and muniments of the University;
 - (b) publish the Calendar, statutes and official records of the University as required by these statutes or by resolutions of the Council;

- (c) be the secretary to the Council and perform any other duties imposed by any statute or any resolution of the Council;
- (6) the vice-principals with designated responsibilities must carry out the duties assigned to them by the vice-chancellor, and report to the officer designated for that purpose by the vice-chancellor or by the senior vice-principal; and
- (7) the vice-principals and the university secretary must, in collaboration with the vice-chancellor and as appropriate to their respective duties, conduct the correspondence of the University and must answer all proper inquiries.

Powers of the vice-principals and the university secretary

2.6.4 Subject to the Act and the statutes, the senior vice-principal is a member of all bodies of the University. The vice-principals and university secretary have such other powers as are conferred upon them, or delegated to them, by, or pursuant to, any statute regulation or resolution of the Council.

Power to obtain information

2.6.5 The vice-principals and the university secretary may consult with any member of staff of the University and may require any body of the University or any member of its staff to provide information which any of the vice-principals or the university secretary considers to be relevant to the performance of their respective duties.

Co-ordination of administration

2.6.6 Subject to the general direction of the senior vice-principal and, in relation to academic administration, the general direction of the provost, the vice-principals and the university secretary must, as far as practicable, perform their respective duties in co-ordination.

Deputies

2.6.7 For the purposes of this statute, the Council may nominate officers as deputies to the senior vice-principal, the head of university services, the chief financial officer, the academic registrar and the university secretary. The duties to be performed by such nominated deputies must be determined by the senior vice-principal, the head of university services, the chief financial officer, the academic registrar and the university secretary respectively.

2.6.8 If the senior vice-principal, the head of university services, the chief financial officer, the academic registrar or the university secretary is absent or unable to perform the duties of their office and no person has been appointed as acting senior vice-principal, head of university services, chief financial officer, academic registrar or university secretary as the case may be, the officers nominated as deputies to the officer concerned under section 2.6.7 have the same powers as that officer, subject to any direction by the vice-chancellor under sub-section 10(1) of Statute 2.4, and to any direction by that officer under section 2.6.7.

[[Statute substituted 3/5/99, effective 1/7/99, Edit. am. 01/02/01,
Title 'vice-principal (administration)' am. to 'senior vice-principal', some references to
'chief financial officer' and 'academic registrar' (covered by the broader title 'vice-principal') removed 5/3/01, am
approved by Minister 13/3/08]